

**Malmesbury Park Primary Academy School**  
**Riggs Teaching Assistant – Person Specification**

Category	Essential	Desirable	Assessed through
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Current CPD relating to SEND</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Experience of working successfully with partners in the local community</li> <li>Experience of working with parents and external agencies</li> <li>Experience of working with children with a variety of special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of taking responsibility for the delivery of lessons to groups of students</li> <li>Experience of key worker responsibilities relating to significant SEN issues</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Application</li> <li>Interview</li> </ul>
Knowledge, Skills and abilities	<ul style="list-style-type: none"> <li>Knowledge of child protection procedures and an understanding of the need for compliance with these procedures</li> <li>Knowledge of behaviour management strategies</li> <li>Knowledge of strategies for working with students with a variety of special needs</li> <li>Ability to lead and work collaboratively in a team</li> <li>Able to communicate effectively orally and in writing</li> <li>Ability to inspire and motivate staff and students</li> <li>Understanding of equal opportunities issues in schools</li> <li>Ability to be flexible and adapt to children</li> <li>High level of interpersonal skills and the ability to form good relationships with students, colleagues and parents</li> <li>Well organised and efficient including completing agreed tasks within set timescales</li> <li>Confident and proactive approach to problem solving – self-motivated and selfdisciplined</li> </ul>	<ul style="list-style-type: none"> <li>Sound knowledge of national policies and developments in SEN education</li> <li>Ability to present effectively to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound ability to use ICT packages and systems</li> </ul>		
Personal qualities	<ul style="list-style-type: none"> <li>• Likes young people and enjoys being with them</li> <li>• Friendly</li> <li>• Hard-working</li> <li>• Has high expectations of self and students</li> <li>• Reliable, punctual and responsible</li> <li>• Puts a high value on treating others with respect and courtesy</li> <li>• Committed to inclusion</li> <li>• Resilient and able to work under pressure</li> <li>• High standard of professionalism in manner and dress/appearance.</li> <li>• Genuine passion for helping students to develop</li> <li>• Good sense of humour, realistic, positive and upbeat</li> <li>• Enthusiasm, ambition and vision</li> <li>• Commitment to raising achievement, attainment and aspirations of students</li> <li>• Personal and professional commitment to the philosophies of the school</li> <li>• A willing contributor to wider school effectiveness including whole school, extra-curricular activities</li> <li>• Very good health and attendance record.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to take part in CPD relating to pastoral matters</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> </ul>