



## Teaching Assistant Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> <li>Previous experience working in a Primary setting (that includes EYFS)</li> <li>Education to secondary school level at least.</li> <li>Knowledge and understanding of child development and children's and families' needs.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification with regard to working with children, such as degree</li> </ul>	A, I, D
Organisation	<ul style="list-style-type: none"> <li>Ability to plan and organise.</li> <li>Ability to recognise and identify problems.</li> <li>Ability to record and pass on information accurately.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to cope with many roles/responsibilities.</li> <li>Understanding of the importance of parental involvement.</li> </ul>	A, I, R
Special skills and interests	<ul style="list-style-type: none"> <li>Ability to encourage and enable others to develop their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>First aid, music, arts and crafts, computing.</li> <li>Any extra interests related to childcare.</li> </ul>	A, I
Disposition and attitudes	<ul style="list-style-type: none"> <li>Ability to build relationships and work as part of a team.</li> <li>A friendly, helpful, caring and flexible approach.</li> <li>Open-mindedness and patience.</li> <li>A commitment to equal opportunities.</li> <li>Ability to maintain confidentiality in all school matters.</li> </ul>	<ul style="list-style-type: none"> <li>High levels of self-confidence.</li> <li>Ability to relate well to other professionals.</li> </ul>	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> <li>Ability to physically fulfil the responsibilities of the post.</li> <li>Willingness and ability to attend appropriate meetings and training.</li> <li>Good personal presentation.</li> <li>Excellent punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible approach.</li> </ul>	I, R

### Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview