

Person Specification: Teaching Assistant (Qualified)

	Essential	Desirable	Measured By
Qualifications:	NVQ level 3 qualification or equivalent qualification 5 or more A* - C grades in GCSE's or the equivalent (must include Maths, English & Science)		Certificates Application form Interview
Experience:	Working in a school environment	Experience of supporting specific learning needs. Eg autism, MLD, SPLD	Application form Interview
	Recent experience of working in a Learning Support role	Experience of adapting schemes of learning for specific needs.	
Knowledge/Skills:	Good oral, written communication and numeracy skills		Application form Interview
	Sound IT skills to support with learning and maintain electronic records (Thomas Keble uses SIMs and Microsoft Office.)		
	Ability to work on own initiative		
	Ability to prioritise and organise own time		
	Knowledge of how children develop		
	Knowledge of relevant policies/codes of practice/legislation for SEND	Knowledge of how children learn and strategies for motivating them.	
	Experience of working in partnership with students, teachers and parents	Child Protection training (can be offered to the right candidate)	
Behavioural Attributes:	Ability to relate well to children and adults		Application form Interview
	Ability to deal with difficult situations in a proactive manner		
	Ability to maintain confidentiality		
	Calmness under pressure / resilience		
	Ability to supervise students effectively both within and out of the formal classroom environment in line with the school's behaviour policy.		
	Ability to meet deadlines and work effectively under pressure & a flexible approach to work		
	Positive approach to problem solving		
	Ability to handle sensitive information in a confidential manner	Willingness to go the extra mile and offer extra-curricular activity	