

**Teaching Assistant
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in Maths and English.	✓		✓	✓		
	NVQ2 in teaching assistance or equivalent qualification or experience.	✓		✓	✓		
	Training in or experience of a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths English	✓		✓	✓		
	Evidence of recent continuing professional development.		✓	✓	✓		
Skills and Experience	Effective use of ICT to support learning.	✓		✓		✓	✓
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓		✓		✓	
	General knowledge of national curriculum and other relevant basic learning programmes.	✓		✓		✓	
	Basic understanding of principles of child development and learning.	✓		✓		✓	
	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		✓		✓	
	Ability to relate well to children and adults	✓		✓		✓	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓		✓		✓	
	A working knowledge of SIMS (or other) <i>School Information Management System</i> .		✓	✓		✓	
	Record of good time management skills and ability to prioritise work effectively.	✓		✓	✓	✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
Other	Hold a full driving licence.		✓	✓	✓		
	A helpful, calm and organised manner.	✓		✓		✓	

