

## PERSON SPECIFICATION RELEVANT TO ALL TEACHING ASSISTANTS

1. GCSE English and Maths (A-C) if these are not held then a commitment to achieving this within two years.	E
2. NVQ L2 for Scale 3 and NVQ L3 for the scale 4.	E
3. The ability to work as part of a team.	E
4. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.	E
5. The ability to establish and maintain effective working relationships with teachers and other members of staff.	E
6. The ability to accept guidance and direction from teachers.	E
7. The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher.	E
8. The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.	E
9. Awareness of how pupils learn and the various factors which affect their learning.	E
10. Awareness of the need to show respect and value pupils as individuals.	E
11. An understanding of and commitment to inclusive education.	E
12. A willingness to undertake paid training in normal contractual hours to develop job-related skills.	E
13. A sympathetic approach to parents and an understanding of the need for confidentiality.	E
14. A commitment to the Authority's Equal Opportunities Policy.	E
15. Be prepared to work throughout the school with any age group.	E
16. The ability to adapt to differing environments within the school and to the needs of different children.	E
17. An understanding of, and sympathy with, the aims of the school.	E
18. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.	E
19. Be aware of the particular learning and physical needs of the pupils you support.	E

20. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale	E
21. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.	E
22. Within your contracted hours attend staff meetings, as required.	E

**PERSON SPECIFICATION RELEVANT TO TEACHING ASSISTANTS AT INTERMEDIATE LEVEL:**

A willingness to undertake paid training in normal contractual hours to develop expertise and specialist skills in at least two areas:

- Support for bilingual/multilingual pupils
- Support for pupils with communication and interaction difficulties
- Support for pupils with cognition and learning difficulties
- Support for pupils with behavioural, emotional and social development needs
- Support for pupils with sensory and/or physical impairment
- Support for the use of information and communication technology in the classroom
- Support for pupils in developing their literacy skills
- Support for pupils in developing their numeracy skills