Person specification for Teaching Assistant (TA)

|  |  |  |
| --- | --- | --- |
| criteria | ESSENTIAL qualities | DESIRABLE qualities |
| **Qualifications & experience** | * Willingness to work towards a qualification if not already held
* GCSEs at grades 9 to 4 (A\* to C) including English and math
* Experience of working with children
 | * Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare
* Driving License
* Makaton qualifications
* Experience in reception/Year 1 classes
* First Aid certificate
 |
| **Skills & knowledge** | * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
* Excellent verbal communication skills
* Active listening skills
* The ability to remain calm in stressful situations
* Good ICT skills, particularly using ICT to support learning
* Understanding of roles and responsibilities within the classroom and whole school context
* Ability to work independently and use initiative
* Ability to work flexibly as part of a team across 2 sites.
 | * Skills and expertise in understanding the needs of all pupils
* Knowledge of how to help adapt and deliver support to meet individual needs
* Knowledge of guidance and requirements around safeguarding children
* Creative skills in the arts, technologies or hobbies.
 |
| **Personal qualities** | * Good sense of humour!
* Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils and parents / carers
* A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Willingness and ability to learn quickly the qualities identified in ‘Desirable’ column if not already held
* High expectations of themselves and the children
 |  |

**Notes:**

This job description may be amended at any time in consultation with the post holder.

Head teacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_