Person specification for Teaching Assistant (TA)

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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_