**Person specification for Teaching Assistant (TA)**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential qualities | Desirable qualities |
| **Qualifications & experience** | Willingness to work towards a qualificationGCSEs grades 9 to 4 (A\* to C) including English and mathExperience of working with children | Level 2/3 Certificate in Supporting teaching and Learning in SchoolsLevel 3 Diploma in Childcare and Education (or similar)Driving LicenseMakaton qualificationsFirst Aid certificate |
| **Skills & knowledge** | Good literacy and numeracy skillsGood organisational skillsAbility to build effective working relationshipsSubject and curriculum knowledge relevant to the role, and ability to apply this effectivelyExcellent verbal communication and active listening skillsThe ability to remain calm in stressful situationsGood ICT skills, particularly using ICT to support learningAbility to work independently and use initiativeAbility to work flexibly as part of a team | Skills and expertise in understanding the needs of all pupilsKnowledge of how to help adapt and deliver support to meet individual needsKnowledge of guidance and requirements around safeguarding childrenCreative skills in the arts, technologies or hobbies. |
| **Personal qualities** | Good sense of humour!Enjoyment of working with childrenSensitivity and understanding, to help build good relationships with pupils and parents / carersA commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolCommitment to always maintaining confidentialityCommitment to safeguarding pupil’s wellbeing and equalityWillingness and ability to learn quickly the qualities identified in ‘Desirable’ column if not already heldHigh expectations of themselves and the children |  |

**Notes:**

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

**Manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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