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

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| Criteria | Essential qualities | Desirable qualities |
| **Qualifications  & experience** | Willingness to work towards a qualification  GCSEs grades 9 to 4 (A\* to C) including English and math  Experience of working with children | Level 2/3 Certificate in Supporting teaching and Learning in Schools  Level 3 Diploma in Childcare and Education (or similar)  Driving License  Makaton qualifications  First Aid certificate |
| **Skills & knowledge** | Good literacy and numeracy skills  Good organisational skills  Ability to build effective working relationships  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively  Excellent verbal communication and active listening skills  The ability to remain calm in stressful situations  Good ICT skills, particularly using ICT to support learning  Ability to work independently and use initiative  Ability to work flexibly as part of a team | 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 always maintaining confidentiality  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.

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

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

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

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