



Person Specification: Teaching Assistant

Attributes	Criteria	Desirable/ Essential	Method of Assessment
Experience	<ul style="list-style-type: none"> • Working in a school or other educational establishment • Experience of working with 11-16 age group 	<p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's with a minimum of Grade C or above in English, Maths • GCSE Science 	<p>Essential</p> <p>Desirable</p>	<p>Application form</p> <p>Certificates</p> <p>Interview</p>
Skills	<ul style="list-style-type: none"> • Effective communication, interpersonal and organisational skills • Good ICT Skills to store and retrieve data • Knowledge of school systems • Ability to handle confidential information with discretion • Diplomatic • Ability to work as part of a team • Active approach to problem solving 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of school's behaviour policy and procedures that support school and classroom practices. • Knowledge of child safeguarding procedures • Understanding of the varied needs of children. 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Attitude	<ul style="list-style-type: none"> • Self-motivated with a can-do attitude • Caring, patient and understanding nature • A willingness to develop and evolve their role through independent study, further training and commitment to CPD. • Reliability 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>