

PERSON SPECIFICATION

Teaching Assistant

| | Essential criteria | Desirable criteria |
|-----------------------------|--|--|
| Qualifications | <p>English and mathematics GCSE (or equivalent) at Grade C or above</p> <p>Willingness to undertake further relevant study or training.</p> | |
| Experience | <p>Experience of using word processing, spreadsheets, database and IT packages</p> <p>Experience of working with young people and parents at Primary level.</p> <p>Experience of working in a school environment</p> <p>Understand and be able to use a range of strategies to deal with classroom activities, the physical learning space and resources for which he/she is responsible.</p> <p>.</p> | <p>Experience of working with Behaviour Management, Child Protection and Special Education Needs (SEN) issues</p> <p>Experience of working with Facility, SIMS or a similar data management system</p> |
| Knowledge and Skills | <p>Excellent communication skills, both written and oral</p> <p>Excellent administrative and organisational skills</p> <p>Extremely organised and able to deliver on time and to agree quality standards</p> <p>Understand the importance of confidentiality and discretion</p> <p>Ability to prioritise own workload</p> <p>Ability to relate to young people</p> | <p>Understand current special educational needs legislation procedures for schools</p> |
| Personal Attributes | <p>Motivated, enthusiastic and flexible</p> <p>Friendly, helpful, welcoming</p> <p>Excellent interpersonal skills</p> <p>A desire to develop yourself and those around you as individuals</p> <p>Ability to work under pressure</p> <p>Accurate with good attention to detail</p> <p>Ability to work within a team</p> | |