

Person Specification for the role of Teaching Assistant

Attributes	Requirements	Essential	Desirable
Education Qualifications	Must have at least RQF L2 in English Language and Mathematics	✓	
	Qualified to NVQ L2 TA or equivalent qualifications or experience	✓	
	Up to date Safeguarding training		✓
Experience	Significant classroom experience as a Teaching Assistant or similar	✓	
	Experience and knowledge of working with and contributing to the assessment, planning, production and review process of EHCPs	✓	
	Experience of working with students who have Social, Emotional and Mental Health needs	✓	
	Experience of liaising with parents/carers and external agencies		✓
	Experience of delivering individualised programmes		✓
	Experience of delivering lessons to small groups		✓
Personal & Professional Skills & Attributes	Ability to build positive and professional relationships with students and their parent(s)	✓	
	Highly ambitious on behalf of students with the ability to motivate and enthuse pupils to improve and sustain attendance, behaviour and strive for success	✓	
	High level administrative skills and an excellent eye for detail	✓	
	Excellent communication and record keeping skills	✓	
	High expectations of students in terms of behaviour and achievement	✓	
	Ability to work as an effective team player	✓	
	Ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances or situations	✓	
	Have a creative approach to problem solving and use this to inspire and motivate students	✓	
	Must have a positive outlook and a determination to maximise outcomes for all students	✓	
	Ability to use own initiative	✓	
	An understanding of the need for confidentiality when dealing with sensitive information		
	Evidence of having taken part in face to face or online training relative to SEND	✓	
Knowledge	Knowledge of supporting students within all four areas of need	✓	
	Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	✓	
	Good understanding of intervention programmes and strategies, especially in literacy, numeracy and behaviour management	✓	
	Knowledge of issues surrounding Child Protection and the care of Looked After Children	✓	
Other	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to attend any relevant training opportunities	✓	
	Willingness to drive mini bus and access to own transport		✓