



Person Specification

Job Title: Teaching Assistant

	Essential	Desirable
Qualifications		
Level 2 qualifications in English and Maths grades A to C or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
NVQ 3 or equivalent in working with children and young people in an educational setting		✓
Experience		
Experience of working in a school environment		✓
Previous experience with children with Special Needs		✓
Skills		
Excellent communication and listening skills	✓	
Ability to maintain and respect confidentiality	✓	
Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT	✓	
Ability to prioritise and manage own work load to meet appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of school child safeguarding procedures		✓
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Occupational Health	✓	