

## Person Specification

**Job Title:** Teaching Assistant (EAL Support)

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Hold a recognised qualification ( NVQ level 3 or equivalent)	✓	
Good general standard of education, particularly English & Maths at GCSE Level C or above	✓	
<b>Experience</b>		
Demonstrate at least 2 years experience in a similar role	✓	
Demonstrate relevant life experiences and how they can be used in school		✓
Demonstrate awareness of Disability Discrimination Act, Code of Practice and Equal Opportunities		✓
Demonstrate knowledge of Data Protection Act and confidentiality issues	✓	
ICT Literate	✓	
Experience of working with children on the autistic spectrum		✓
Experience of testing for access arrangements		✓
<b>Skills</b>		
Proven ability to manage time effectively: prioritising tasks and meeting deadlines	✓	
Ability to enforce and support school policies	✓	
Ability to use own initiative	✓	
Ability to report on pupil progress	✓	
Ability to support groups of pupils with the classroom or on a withdrawn basis	✓	
Ability to contribute to Individual Education Plans	✓	
Ability to be able to build positive relationships with parents of pupils they support	✓	
To be prepared to attend relevant meetings	✓	
To be flexible and prepared to work with challenging pupils as well as those with other difficulties	✓	
To be creative in the use and adaptation of resources	✓	
Ability to liaise with class teachers to ensure clear boundaries of working practice are set		✓
To support the teacher in promoting discipline and clear safe practices in their room	✓	
To be prepared to develop your own areas of strengths and weaknesses through continued professional development		✓
Ability to speak and write Polish		✓
Flexible and adaptable	✓	
Conscientious and loyal	✓	

Established interpersonal and communication skills	✓	
Tactful and sensitive in working with all types of people (including staff, pupils and parents)	✓	
Self-confident - with proven ability to work on own initiative	✓	
Sound judgement in the absence of Managers	✓	
Calmness in responding to emergencies and the unexpected	✓	
Excellent attendance and employment records	✓	
Good teamwork and consideration for others	✓	
Good organisational skills	✓	
Thorough and determined	✓	