



Person Specification

Job Title: Teaching Assistant

Knowledge & Experience	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working with children and/or young people ▪ Demonstrate experience of working with complex needs ▪ Experience of delivering Wave 3 interventions ▪ Knowledge of the Educational, Health, Care Plan process ▪ Demonstrate awareness of Disability Discrimination Act, Code of Practice and Equal Opportunities ▪ Demonstrate knowledge of Data Protection Act and confidentiality issues ▪ Hold a recognised qualification (NVQ level 3 or equivalent) ▪ Good general standard of education, particularly English & Maths at GCSE Level C or equivalent ▪ ICT Literate 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Skills and Abilities		
<ul style="list-style-type: none"> ▪ Proven ability to manage time effectively, prioritising tasks and meet deadlines ▪ Ability to enforce and support school policies ▪ Ability to use own initiative ▪ Ability to analyse data and report on pupil progress ▪ Ability to support groups of pupils with the classroom or on a withdrawn basis ▪ Ability to contribute to Individual Education Plans ▪ Ability to be able to build positive relationships with parents of pupils they support ▪ To be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 the Academy discipline policy and clear safe practices in their room ▪ To be prepared to develop your own areas of strengths and weaknesses through continuous professional development 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Personal Qualities:		
<ul style="list-style-type: none"> ▪ Flexible and adaptable ▪ Conscientious and loyal 	<ul style="list-style-type: none"> ✓ ✓ 	

9th September 2016

<ul style="list-style-type: none">▪ 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▪ Sense of humour▪ Good organisational skills▪ Thorough and determined	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other:		
<ul style="list-style-type: none">▪ Satisfactory Enhanced Disclosure and Barring Service Check	✓	