



Person Specification

Job Title: Teaching Assistant

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Experience		
Experience of working in a school environment		✓
Previous experience with children with Special Needs		✓
Skills		
Excellent communication and listening skills	✓	
Ability to respect and maintain 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 workload to meet appropriate deadlines.	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues.	✓	
Understanding of School child safeguarding procedures.		✓
Other		
Satisfactory Enhanced Criminal Records Disclosure	✓	
Assessed and advised by Health and Wellbeing	✓	