

Person specification Teaching Assistant

Key:

A - Application form

R - Reference

SP – Selection process. This could include a range of exercises, including interview.

Knowledge, experience and skills	Essential/ Desirable	How identified
Qualifications	E / D	A / SP / R
Good basic education to GCSE level in English and Maths, or equivalent	E	A
NVQ Level 3 (Early Years Care and Education), NVQ Level 3 (Childcare and Education) or BTEC National Diploma in Childhood Studies NNEB qualification/BTEC National Diploma Children and Young People's Workforce or equivalent	E	A
Evidence of further professional development	D	A / R
First Aid	D	A
Experience		
A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.	E	A
Relevant work experience in a similar background within a primary setting	E	A
Knowledge and skills		
Ability to supervise groups of pupils	E	R/SP
Can manage the behaviour of pupils in a reasonable manner	E	A / R / SP
Can maintain trust and confidentiality where appropriate	E	A / R / SP
Able to play a full and active role in a team	E	A / R
Ability to liaise with other agencies and parents both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	E	A/SP
Ability to effectively use ICT to support learning, or to undertake training to do so	E	A/SP
Clear understanding of expectations, accountability and consistency	E	A / R
Commitment to the safeguarding and welfare of all pupils	E	A / R / SP
Effective oral and written communication skills.	E	A / R / SP
Personal qualities and attributes		
Creative and adaptable	E	A / SP
A positive interest in working with children	E	A / SP
Calm, patience and flexible	E	SP / R
Self-motivated and able to motivate others	E	A / R
Sense of humour, friendly and approachable	E	A / R
Optimistic and enthusiastic	E	SP / R
A commitment to helping young pupils achieve, through education and learning.	E	SP / R
Professional Ethos		
Understand how and when to seek advice / support	E	A / R
Maintain good relationships	E	A / R
Committed to own professional development	E	A / R