**PERSON SPECIFICATION**

**Teaching Assistant**

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|  | **Essential criteria** | **Desirable criteria** |
| **Qualifications** | English and mathematics GCSE (or equivalent) at Grade C/5 or above  Willingness to undertake further relevant study or training. |  |
| **Experience** | Experience of using word processing, spreadsheets, database and IT packages  Experience of working with young people and parents  Experience of working in a school environment  Understand and be able to use a range of strategies to deal with classroom activities, the physical learning space and resources for which he/she is responsible. | Experience of working with Behaviour Management, Child Protection and Special Education Needs (SEN) issues  Experience of working with SIMS or a similar data management system |
| **Knowledge and Skills** | Excellent communication skills, both written and oral  Excellent administrative and organisational skills  Extremely organised and able to deliver on time and to agree quality standards  Understand the importance of confidentiality and discretion  Ability to prioritise own workload  Ability to relate to young people | Understand current special educational needs legislation procedures for schools |
| **Personal Attributes** | Motivated, enthusiastic and flexible  Friendly, helpful, welcoming  Excellent interpersonal skills  A desire to develop yourself and those around you as individuals  Ability to work under pressure  Accurate with good attention to detail  Ability to work within a team |  |