



**HIGHWOOD COPSE
PERSON SPECIFICATION – TEACHING ASSISTANT**

	ESSENTIAL	DESIRABLE
1. Qualifications & Training Attainments What standards of general, technical or professional education does the position call for? What specialised training is required?	Confident in both literacy and numeracy skills. GCSE (grades A*-C) in English, Maths and Science (or equivalent) Willingness to undertake any training as deemed necessary by the School.	Minimum of 1 years relevant experience of working with children (either paid or voluntary).
2. Experience What type of work experience is required, what level of experience, how many years?	Experience of working with children.	Experience of working with children with special needs. Experience of working at either Key Stage
3. Skills & Knowledge Does the work require presentation skills, numeracy competence, what level of IT competence, social skills, admin skills, medical or other special care skills? Special machinery?	Excellent communication and listening skills. Good organisational skills. Understand when to be firm and calm and respond quickly to developing situations. An appreciation of the importance of safeguarding in educational settings. Ability to use basic technology i.e. photocopier, pc computer, video, ipad or tablets, etc.	Creative skills Understanding of children's playground culture. Awareness of child protection and bullying issues. Awareness of the National Curriculum's expectations in children attainment.
4. Personality & Disposition What individual characteristics are necessary for the role?	Positive attitude. Respect and fondness for children. Energy, resourcefulness, responsibility, patience and a caring nature.	Willing to contribute towards life of the School, such as helping to run extra-curricular clubs, attending whole school functions, PTA events, etc.



	An understanding of the needs and feelings of children. A sense of humour and the ability to keep things in perspective. Ability to develop good personal relationships within the team. Committed to the School.	
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