

Person Specification

JOB TITLE: Teaching Assistant

DEPARTMENT: SEN

PRINCIPAL: Dennis Kirwan

DATE: March 2026

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Strong IT knowledge including Microsoft Office. Knowledge and understanding of safeguarding and Health & Safety. 	<ul style="list-style-type: none"> Knowledge of/experience using a School Information Management System. General understanding of the national curriculum and learning strategies.
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively with young people, staff and other stakeholders. Strong organisational skills with the ability to manage multiple tasks effectively. Ability to build strong working relationships with all stakeholders. Strong ICT skills. Ability to work with limited supervision and to use own initiative. Ability to work independently as well as part of a team. Ability to be flexible in line with role requirements. 	
EXPERIENCE	<ul style="list-style-type: none"> Some experience of working with children in an educational or supportive setting. Experience of working as part of a team. 	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grade C/4 or equivalent in English and Maths. Willingness to participate in CPD for further training. 	<ul style="list-style-type: none"> Meeting the National Occupational Standards (NOS) in Supporting Teaching or Learning Level 2 and working at NVG Level 2 or a willingness to study for this qualification.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Positive and supportive approach. Motivated and enthusiastic. Ability to work under pressure. Prepared to work flexibly. 	
EQUALITY	<ul style="list-style-type: none"> Candidates must demonstrate understanding, acceptance and commitment to the underlying equal opportunities. 	