



Person Specification

Post: Teaching and Learning Assistant

The governors are seeking to appoint a person who is able to show that they meet the following specifications:

Qualifications and Training	Desirable	Essential
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths		✓
Teaching Assistant NVQ Level 3 or equivalent in childcare		✓
Previous Teaching and Learning Assistant experience or evidence of voluntary help in the classroom.	✓	
First-aid training, or willingness to complete it.	✓	

Skills	Desirable	Essential
Good literacy and numeracy skills		✓
Good ICT skills, particularly using ICT to support learning	✓	
Good organisational skills		✓
Skills and expertise in understanding the needs of all pupils	✓	
Ability to build effective working relationships with pupils and adults		✓
Excellent verbal communication skills		✓
Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times)		✓
Ability to deliver approved specified work/activities to adapt and modify according to circumstances under direction and supervision of a qualified teacher.		✓
Active listening skills		✓

Knowledge and Experience	Desirable	Essential
Knowledge of how to help adapt and deliver support to meet individual needs		✓
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils		✓
Knowledge of guidance and requirements around safeguarding children	✓	
Understanding of roles and responsibilities within the classroom and whole school context	✓	
Experience planning and delivering learning activities	✓	
Experience working in a school environment or other educational setting		✓
Experience working with children / young people		✓

Personal Qualities	Desirable	Essential
The ability to remain calm in stressful situations		✓
Resilient, positive, forward looking and enthusiastic about making a difference	✓	
Capacity to inspire, motivate and challenge children and young people	✓	
Enjoyment of working with children		✓
Sensitivity and understanding, to help build good relationships with pupils		✓
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding pupil's wellbeing and equality		✓
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies.		✓