



OAK TREE SCHOOL

PERSON SPECIFICATION

Teaching Assistant

Qualifications, training and education

Level 2 or equivalent qualification in English and Maths.

Skills and abilities

Teaching and learning

- Experience of working with primary-age pupils or young people.
- Experience of working with pupils with ASD or associated complex needs.
- Ability to use appropriate questioning skills to support pupils' learning and engagement to support pupil learning and engagement.
- Ability to observe and assess pupils and produce coherent written observations to support understanding of their progress to support accurate assessment of pupil progress.
- Understanding of the importance of using limited language and core vocabulary when communicating with pupils.
- Understanding of the Teaching Assistant role in supporting and supervising pupils to complete tasks and achieve the expected outcomes of individual activities within allocated timescales.
- Ability to model play opportunities and recognise the importance of learning through play.

Communication

- Ability to communicate appropriately, both verbally and in writing, with pupils, colleagues and external agencies.
- Ability to listen carefully and respond sensitively to pupils' needs.
- Ability to demonstrate tact, sensitivity and diplomacy.
- Ability to maintain confidentiality.

Organisation and planning

- Ability to organise and plan work, manage own time, prioritise and meet deadlines.



PERSON SPECIFICATION

- Ability to demonstrate attention to detail.
- Ability to use initiative and work independently when required.

Behaviour management

- Ability to support positive behaviour management.
- Ability to remain calm under pressure and adapt appropriately to changing circumstances.

Pastoral and inclusion

- Ability to demonstrate a caring and positive approach when working with children and young people.
- Commitment to the wellbeing and safety of all children.

Personal qualities

- Ability to contribute and work effectively as part of a team.
- Ability to work proactively, flexibly and adaptably
- Reliability and a responsible approach to work.
- Ability to demonstrate responsibility and ownership.
- Commitment to ongoing personal and service development through self-evaluation and learning from others
- Willingness to continue learning and developing personal skills.
- A positive approach to working with and supporting children and young people.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Satisfactory enhanced Disclosure and Barring Service check.