



Reinwood I & N School

Job Specification – Educational Teaching Assistant

Class Teacher	Essential / Desirable	How Identified
Educational Qualifications Candidates should have:		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	A / CQ
NVQ 2 for Teaching Assistants or equivalent qualifications or experience (or higher)	E	
Experience Candidates should have:		
Experience working with children / young people	E	A / I / R
Experience working in a school environment or other educational setting	D	A / I / R
Job related Skills Candidates should have		
Good literacy and numeracy skills	E	A / I
Good organisational skills	E	A / I / R
Ability to build effective working relationships with pupils and adults	E	A / I / R
Skills and expertise in understanding the needs of all pupils	E	A / I / R
Knowledge, skills and expertise in working with children with additional needs	D	A / I / R
Knowledge of how to help adapt and deliver support to meet individual needs	D	A / I
Subject and curriculum knowledge relevant to the role e.g. National Curriculum / Early Years Foundation Stage Curriculum and ability to apply this effectively in supporting teachers and pupils	D	A / I
Understanding of Child Development and Learning	D	A / I
Excellent verbal communication skills with pupils, parents and colleagues	E	A / I / R
Active listening skills	E	A / I / R
The ability to remain calm in stressful situations	E	A / I / R
Knowledge of guidance and requirements around safeguarding children	E	A / I / R
Good ICT skills, particularly using ICT to support learning	D	A / I
Understanding of roles and responsibilities within the classroom and whole school	D	A / I
Ability to work with children exhibiting behaviour difficulties	E	A / I
Personal and Professional Qualities Candidates should have:		
Enjoyment of working with children	E	A / I / R
Sensitivity and understanding, to help build good relationships with pupils	E	A / I / R
Commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	E	A / I / R
Commitment to maintaining confidentiality at all times	E	A / I / R
Commitment to safeguarding pupil's wellbeing and equality	E	A / I / R
Resilient, positive, forward looking and enthusiastic about making a difference	E	A / I / R
Capacity to inspire, motivate and challenge children and young people	E	A / I / R
Enjoyment of working with children	E	A / I / R
Sensitivity and understanding, to help build good relationships with pupils	E	A / I / R
Equal Opportunities Candidates should have:		
Commitment to equal opportunities policy and practice	E	A / I
The ability to demonstrate that they have actively fostered equal opportunities in their own work	E	A / I

CQ: Certificates/Qualifications

A: Application Form

I: Interview

R: Reference