

Person Specification

Teaching Assistant – Level 3

Location:	Welcombe Hills School
Salary Grade/Scale:	NJC Grade H, SCP 14-17
Special Conditions:	None
Line Manager:	Head Teacher
Revised Date:	June 2025

Qualifications and training	Essential	Desirable
4 GCSEs (grade C or 4) equivalent (including Maths & English)	✓	
Have a recognised qualification (NVQ Level 3) and/or specialist expertise/skill in a relevant area	✓	
First Aid training		✓
Experience:		
Experience of working in a school or similar educational setting	✓	
Experience of working with children and/or vulnerable young adults	✓	
Experience of working in a range of settings (SEN & mainstream)		✓
Knowledge, Skills and Abilities:		
Good literacy and numeracy skills	✓	
Good IT skills	✓	
Ability to demonstrate active listening skills	✓	
Knowledge of SEN Code of Practice	✓	
Ability to communicate clearly and effectively so that pupils understand and can relate to	✓	
Ability to build effective working relationships with children and adults.	✓	
Be able to supervise others	✓	
Be able to take responsibility for planning own work and work of other Teaching Assistant staff.	✓	
Effective team work	✓	
Transfer theory/training into practise and demonstrate problem solving skills	✓	
Have a good level of knowledge and understanding of more than one area of learning	✓	
To deliver learning activities to groups of pupils and be able to adapt teaching styles to suit the needs of a group of pupils.	✓	
Ability to understand and work within all school/Trust policies	✓	
Personal Qualities		
To respect and value the views and needs of children and young people	✓	
Maintain professional conduct	✓	
Ability to keep calm in challenging situations	✓	

To be flexible and adaptable to meet the demands of the role	✓	
Ability to take direction but to also show initiative and be pro-active in offering ideas	✓	
Excellent interpersonal and communication skills	✓	
Be able to understand, comply and work within school/Trust policies, e.g. Staff Code of Conduct, Child Protection Policy, Health & Safety policy	✓	
Be committed to your own professional development and undertake appropriate training.	✓	
Be confident in reviewing your own performance and that of other Teaching Assistants	✓	
Maintain confidentiality and be trustworthy	✓	
Commitment to promoting and safeguarding the welfare of children and young people	✓	
Capacity to inspire, challenge and motivate pupils	✓	