

Keystone Academy Trust
Person Specification – Teaching Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE level in English and Maths, or the equivalent	NVQ Level 2, Certificate or Diploma in Childcare/Education
Experience	The TA should have experience of: <ul style="list-style-type: none"> Working with children in a school setting. 	In addition, the TA might have experience of: <ul style="list-style-type: none"> Working with children with a range of additional needs.
Knowledge and Understanding	The TA should have knowledge and understanding of: <ul style="list-style-type: none"> The needs of young children; Child development and the ways in which children learn; The roles played by various adults in a child's education; Questions related to equal opportunities; SEND process; Safeguarding and child protection. 	
Skills	The TA will be able to: <ul style="list-style-type: none"> Help professional staff to achieve their objectives; Assist children on an individual basis, but also work as a member of a team; Explain tasks simply and clearly; Supervise and control children, and adhere to defined standards; Accept and respond to authority and supervision; Work with guidance, but under limited supervision; Liaise and communicate effectively with others Demonstrate good organisational skills; Get involved in professional development, and attend courses; Display work effectively and make and maintain basic teaching resources. 	In addition, the TA might also be able to: <ul style="list-style-type: none"> Monitor, record and make basic assessments about individual progress; Suggest alternative ways of helping children if they are unable to understand; Describe, in simple terms, the process of behaviour management with children; Identify gaps in their own experience that they need help in filling; Demonstrate the ability to learn and adapt from past experience.
Personal Characteristics	<ul style="list-style-type: none"> Calmness Confidentiality Empathy Enthusiasm Flexibility Initiative 	