



Person Specification Casual Teaching Assistant

Location:	Woodlands School
Salary Grade/Scale:	NJC Grade E, SCP 5-6
Special Conditions:	None
Line Manager:	Head Teacher
Revised Date:	May 2026

Qualifications and training	Essential	Desirable
4 GCSEs (grade C or 4) equivalent (including Maths & English)	✓	
Experience:		
Experience of working with children and/or vulnerable young adults		✓
Experience of working in an educational or similar setting		✓
Experience of supporting pupils with complex needs		✓
Knowledge, Skills and Abilities:		
Have a good understanding of pupils with special educational needs and be able to provide care and support as appropriate		✓
Excellent written and verbal communication skills.	✓	
Good IT skills and being able to use technology as a learning tool	✓	
Ability to demonstrate active listening skills	✓	
Have good literacy and numeracy skills	✓	
Have an understanding of Special Educational Needs and Educational Health Care Plans		✓
Hold a current first aid certificate		✓
Ability to work effectively as part of a team	✓	
Ability to build effective working relationships with children and adults	✓	
Good organisational skills	✓	
Ability to solve straight forward problems and respond to unforeseen circumstances	✓	
Drive, enthusiasm and commitment to achieving of Trust objectives.	✓	
Personal Qualities:		
Be willing to undergo relevant training and to be committed to own personal development	✓	
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 when required.	✓	
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	✓	
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