

**Teaching Assistant
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in Maths and English	✓		✓	✓		
	NVQ2 in teaching assistance or equivalent qualification or experience	✓		✓	✓		
	Training in or experience of a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English	✓		✓	✓		
	Evidence of recent continuing professional development		✓	✓	✓		
Skills and Experience	Effective use of ICT to support learning	✓		✓		✓	✓
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation, in particular the Equalities Act	✓		✓		✓	
	General knowledge of national curriculum and other relevant basic learning programmes	✓		✓		✓	
	Basic understanding of principles of child development and learning	✓		✓		✓	
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		✓		✓	
	Ability to relate well to children and adults	✓		✓		✓	
	Experience of supporting a pupil/s with physical disabilities	✓		✓		✓	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		✓		✓	
	A working knowledge of a School Information Management System		✓	✓		✓	
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation	✓		✓		✓	
The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion	✓				✓		
Other	Hold a full driving licence		✓	✓	✓		
	A helpful, calm and organised manner	✓		✓		✓	