

TEACHING ASSISTANT PERSON SPECIFICATION

Full and intensive training will be given as part of the induction process, but the candidate must have a mature and responsible attitude to the job.		
	Desirable	Essential
Education and training		Minimum GCSE C grade or equivalent in at least English and Mathematics
	Knowledge/experience of SIMS.	Experience using Microsoft applications including Word, Excel, Power Point and Outlook.
Experience	Experience of working in a school environment	Enjoy working with secondary age children
	Experience of TA work	
	Have attended some half-day/full day courses or have current knowledge on aspects of the curriculum, e.g. literacy, numeracy, ICT, behaviour management, SEN, EAL, Teaching and Learning.	
Abilities and skills	Excellent oral and written communication skills	Ability to relate in a friendly but firm way with a wide range of personalities, children and adults
	Motivational skills	Ability to maintain confidentiality inside and outside the workplace
		Ability to be open with children and to have empathy for them, especially those with learning difficulties
		Be committed to own professional development
		Be able to take direction and but be prepared to take initiative when required
		Be able to take responsibility for planning own work when required
Personality	Outgoing personality	Self-confident in dealing with young people
		Be patient and have good listening skills
	Enjoy varied work	Supportive of colleagues
	Sense of humour	Patience
		Adaptability/flexible