



Together we grow, Together we achieve

Personal specification

Teaching Assistant

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ✓ Good level of spoken and written English. ✓ Numerate. ✓ Training or experience in appropriate strategies e.g. English and or in particular EYFS/national Curriculum or learning area. 	<ul style="list-style-type: none"> ✓ NVQ3 in teaching assistance or equivalent qualification or experience. May have achieved or be working towards Higher Level Teaching Assistant standard. ✓ GCSE or equivalent qualifications. ✓ May have undertaken appropriate first aid training. ✓ Fluency in another community language.
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> ✓ Experience of working with young people in a school/nursery learning environment. ✓ Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation. ✓ Able to plan and deal with conflicting priorities in organising own work schedule. ✓ Able to use school IT systems to support learning and perform a range of administrative tasks. ✓ Able to use other equipment e.g. video recorder, photocopier and relevant specialist equipment. ✓ Able to undertake a range of administrative procedures to support the teacher. ✓ Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. ✓ Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance. 	<ul style="list-style-type: none"> ✓

	<ul style="list-style-type: none"> ✓ Able to learn and take responsibility for own development and share knowledge with colleagues and support their development. ✓ Able to deliver educational work programmes, evaluate and implement strategies to enhance learning. ✓ Able to work with pupils within the school's agreed behaviour management policy ✓ Able to prepare/display relevant resources/materials for teaching and learning activities. ✓ Able to assist with the organisation of the learning environment. 	
Work related Personal Requirements	<ul style="list-style-type: none"> ✓ Experience of communicating with parents and carers. ✓ Committed to equality of opportunity. ✓ Able to demonstrate relevant practical skills for resource preparations. 	Able and competent to supervise whole classes.
Other Work Requirements	<ul style="list-style-type: none"> ✓ Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities. 	Comfortable with managing the personal care of children, and if necessary, including changing of soiled or wet clothing.