



### Person Specification -Teaching Assistant

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant qualification with regard to working with children, such as NVQ 2 or 3.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience working with children in a school setting.</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Understand the importance of safeguarding children</li> <li>Knowledge and understanding of child development and children's and families' needs.</li> <li>Understand the importance of following school procedures and policies</li> <li>Knowledge and understanding of the National Curriculum expectations for primary age children</li> </ul>	
<b>Organisation</b>	<ul style="list-style-type: none"> <li>Ability to plan and organise.</li> <li>Ability to recognise and identify problems.</li> <li>Ability to record and pass on information accurately.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to cope with many roles/ responsibilities.</li> <li>Understanding of the importance of parental involvement.</li> </ul>
<b>Special skills and interests</b>	<ul style="list-style-type: none"> <li>Ability to encourage and enable others to develop their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>First aid, music, arts and crafts, computing.</li> <li>Any extra interests related to childcare.</li> </ul>
<b>Disposition and attitudes</b>	<ul style="list-style-type: none"> <li>Ability to build relationships and to lead and work as part of a team.</li> <li>A friendly, helpful, caring and flexible approach.</li> <li>Open-mindedness and patience.</li> <li>A commitment to equal opportunities.</li> <li>Ability to maintain confidentiality in all school matters.</li> </ul>	<ul style="list-style-type: none"> <li>High levels of self-confidence.</li> <li>Ability to relate well to other professionals.</li> </ul>

<b>Physical attributes and other circumstances</b>	<ul style="list-style-type: none"><li>● Ability to physically fulfil the responsibilities of the post.</li><li>● Willingness and ability to attend appropriate meetings and training.</li><li>● Reasonable personal presentation.</li><li>● Excellent punctuality.</li><li>● Flexible approach.</li></ul>	
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