



DOVER GRAMMAR SCHOOL FOR BOYS

Person Specification for Teaching Assistant (TA)

	Essential	Desirable
Education and Qualifications		
A higher education qualification		✓
Good level of education to at least GCSE standard or equivalent	✓	
First Aid Training		✓
Experience		
Working with children in and SEN setting	✓	
Ability to use Microsoft Office, including Word and Excel	✓	
Knowledge and Understanding		
A knowledge and understanding of how students learn and the possible barriers to learning	✓	
Child Protection Policies and Procedures		✓
The roles played by various adults in a child's education		✓
Skills and Attributes		
Ability to supervise students	✓	
Explain tasks simply and clearly	✓	
Work with guidance but under limited supervision	✓	
Liaise and communicate effectively with others on the telephone, in writing and face to face	✓	
Demonstrate good organisational skills	✓	
Personal Qualities		
Proactive approach and be able to work well under pressure	✓	
Excellent interpersonal and communication skills	✓	
Ability to work well independently and as part of a team	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Further Requirements		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willingness to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	✓	

