

## Teaching Assistant – Person Specification

|   |  | Essential | Desirable | A/I/R |
|---|--|-----------|-----------|-------|
| <b>Qualifications</b>                       | <ul style="list-style-type: none"> <li>• Good basic education with proficiency in numeracy, literacy and ICT.</li> </ul>   | X         |           | A     |
| <b>Skills / Experience</b>                  | <ul style="list-style-type: none"> <li>• Experience of working with children in a learning or play environment.</li> </ul>   |           | X         | A     |
| <b>Planning and organising work</b>         | <ul style="list-style-type: none"> <li>• Working under instruction to prepare and deliver learning activities and general classroom support.</li> </ul>  |           | X         | I, R  |
| <b>Planning capacity and resources</b>      | <ul style="list-style-type: none"> <li>• Use and safekeeping of classroom equipment.</li> </ul>  |           | X         | I, R  |
| <b>Influencing and interpersonal skills</b> | <ul style="list-style-type: none"> <li>• Encouraging inclusivity and engagement in learning.</li> <li>• Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner.</li> </ul> | X         |           | I, R  |
| <b>Using initiative</b>                     | <ul style="list-style-type: none"> <li>• Using agreed techniques and processes to deal with day to day issues and problems.</li> </ul>   |           | X         | I, R  |
| <b>Working independently</b>                | <ul style="list-style-type: none"> <li>• Working with individuals and small groups under the guidance and supervision of the class teacher.</li> </ul>   |           | X         | I, R  |
| <b>Managing people</b>                      | <ul style="list-style-type: none"> <li>• Co-operative working with colleagues.</li> </ul>  | X         |           | I, R  |
| <b>Managing resources</b>                   | <ul style="list-style-type: none"> <li>• Equipment; Keeping accurate records when required.</li> </ul>   |           | X         | I, R  |
| <b>Managing risk</b>                        | <ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.</li> </ul>                                      |           | X         | I, R  |
| <b>Managing oneself</b>                     | <ul style="list-style-type: none"> <li>• Ability to manage and prioritise own workload and tasks</li> <li>• Awareness of opportunities for professional self-improvement.</li> </ul>                                 | X         |           | A     |