

**Malmesbury Park Primary Academy School**  
**Teaching Assistant - Person Specification**

| Category                        | Essential   | Desirable   | Assessed through   |
|---------------------------------|---|---|--|
| Qualifications                  | <ul style="list-style-type: none"> <li>• GCSE English and Maths</li> </ul>  | <ul style="list-style-type: none"> <li>• Current CPD relating to SEND</li> </ul>  | <ul style="list-style-type: none"> <li>• Letter of application</li> </ul>                      |
| Experience:                     | <ul style="list-style-type: none"> <li>• Experience of working in a primary school</li> <li>• Experience of working successfully with partners in the local community</li> <li>• Experience of working with parents and external agencies</li> <li>• Experience of working with children with a variety of special educational needs</li> <li>• Experience of working with primary aged children</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of taking responsibility for the delivery of lessons to groups of students</li> <li>• Experience of key worker responsibilities relating to significant SEN issues</li> </ul> | <ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Interview</li> </ul> |
| Knowledge, Skills and abilities | <ul style="list-style-type: none"> <li>• Knowledge of child protection procedures and an understanding of the need for compliance with these procedures</li> <li>• Knowledge of behaviour management strategies</li> <li>• Knowledge of strategies for working with students with a variety of special needs</li> <li>• Ability to work collaboratively in a team</li> <li>• Able to communicate effectively orally and in writing</li> <li>• Ability to inspire and motivate children with high levels of need.</li> <li>• Understanding of equal opportunities issues in schools</li> <li>• Ability to be flexible and adapt to children</li> <li>• High level of interpersonal skills and the ability to form good relationships with students, colleagues and parents</li> <li>• Well organised and efficient including completing agreed tasks within set timescales</li> <li>• Confident and proactive approach to problem solving</li> </ul> | <ul style="list-style-type: none"> <li>• Sound knowledge of national policies and developments in SEN education</li> <li>• Ability to present effectively to a range of audiences</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> </ul> |

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|--------------------|---|--|--|
|                    | <ul style="list-style-type: none"> <li>- self-motivated and self-disciplined</li> <li>• Sound ability to use ICT packages and systems</li> </ul>  |  |  |
| Personal qualities | <ul style="list-style-type: none"> <li>• Likes young children and enjoys being with them</li> <li>• Friendly</li> <li>• Hard-working</li> <li>• Has high expectations of self and students</li> <li>• Reliable, punctual and responsible</li> <li>• Puts a high value on treating others with respect and courtesy</li> <li>• Committed to inclusion</li> <li>• Resilient and able to work under pressure</li> <li>• High standard of professionalism in manner and dress/appearance.</li> <li>• Genuine passion for helping students to develop</li> <li>• Good sense of humour, realistic, positive and upbeat</li> <li>• Enthusiasm, ambition and vision</li> <li>• Commitment to raising achievement, attainment and aspirations of students</li> <li>• Personal and professional commitment to the philosophies of the school</li> <li>• A willing contributor to wider school effectiveness including whole school, extra-curricular activities</li> <li>• Very good health and attendance record.</li> </ul> | <ul style="list-style-type: none"> <li>• Willing to take part in CPD relating to pastoral matters</li> </ul> | <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Interview</li> </ul> |