

PERSON SPECIFICATION: TEACHING ASSISTANT - SECONDARY

	Essential	Desirable	How Measured
Educational qualifications	<ul style="list-style-type: none"> ◆ Good literacy and numeracy skills ◆ Good general education 	<ul style="list-style-type: none"> ◆ NVQ in Learning Support ◆ Qualifications in specialist areas ◆ Degree 	<ul style="list-style-type: none"> ◆ Certificates ◆ Application form ◆ Interview process
Experience	<ul style="list-style-type: none"> ◆ Experience of working with others 	<ul style="list-style-type: none"> ◆ Experience of working with children in a formal setting. ◆ Experience of working with people with special educational needs 	<ul style="list-style-type: none"> ◆ Interview ◆ Letter of application ◆ References
Knowledge/skills/abilities	<ul style="list-style-type: none"> ◆ Ability to take the initiative ◆ Positive personality ◆ Adaptable ◆ Enthusiastic ◆ Ability to absorb things quickly ◆ Ability to motivate people ◆ Good organisational skills ◆ Excellent communication skills ◆ Be able to work under instruction ◆ Ability to work under pressure 	<ul style="list-style-type: none"> ◆ Knowledge of special educational needs ◆ Awareness of systems and processes in meeting special educational needs 	<ul style="list-style-type: none"> ◆ Letter of application ◆ Interview process
Other requirements	<ul style="list-style-type: none"> ◆ Strong interpersonal skills ◆ Ability to work alone using own initiative ◆ Able to work as member of a team ◆ Ability to work with honesty and integrity ◆ Smart appearance ◆ Responsibility for safeguarding and promoting the welfare of pupils 		<ul style="list-style-type: none"> ◆ Application and interview