# Person specification: Teaching Assistant

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| **Qualifications and training** *Evidenced through: Application* | **Essential** | **Desirable** |
| A good level of English and Mathematics (GCSE Grade C) | 🗸 |  |
| At least 3 good further GCSEs | 🗸 |  |
| ECDO or ICT qualification |  | 🗸 |

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| **Experience/employment record** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| Experience of working in a school environment |  | 🗸 |
| Previous experience of working with SEN students |  | 🗸 |

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| **Personal qualities** *Evidenced through: Application/Interview/References* | **Essential** | **Desirable** |
| Ability to work constructively as part of a team and understand roles and responsibilities within the department | 🗸 |  |
| Good understanding of the barriers that a SEN student may face in learning | 🗸 |  |
| Comfortable with use of ICT to include Word, Excel, PowerPoint | 🗸 |  |
| Able to constantly improve own practice and knowledge through self-evaluation and learning from others | 🗸 |  |
| Able to maintain the appropriate professional relationships with students and staff | 🗸 |  |
| The ability to motivate and inspire students | 🗸 |  |
| Strong interpersonal skills with good written and oral communication skills | 🗸 |  |
| Reliable, honest, flexible & enthusiastic | 🗸 |  |
| Ability to respect confidential issues regarding pupils, parents and staff | 🗸 |  |
| Willing to undertake any in-service training offered |  | 🗸 |
| A calm approach capable of meeting and responding to rapid changes in situations | 🗸 |  |
| Organised and methodical approach to work | 🗸 |  |