PERSON SPECIFICATION

Teaching Assistant

	Essential criteria	Desirable criteria
Qualifications	English and mathematics GCSE (or equivalent) at Grade C/4 or above Willingness to undertake further relevant study or training.	
Experience	Experience of using word processing, spreadsheets, database and IT packages Experience of working with young people and parents Experience of working in a school environment Understand and be able to use a range of strategies to deal with classroom activities, the physical learning space and resources for which he/she is responsible.	Experience of working with Behaviour Management, Child Protection and Special Education Needs (SEN) issues Experience of working with SIMS or a similar data management system
Knowledge and Skills	Excellent communication skills, both written and oral Excellent administrative and organisational skills Extremely organised and able to deliver on time and to agree quality standards Understand the importance of confidentiality and discretion Ability to prioritise own workload Ability to relate to young people	Understand current special educational needs legislation procedures for schools
Personal Attributes	Motivated, enthusiastic and flexible Friendly, helpful, welcoming Excellent interpersonal skills A desire to develop yourself and those around you as individuals Ability to work under pressure Accurate with good attention to detail Ability to work within a team	