

Person Specification

Job Title: Teaching Assistant

Qualifications	Essential	Desirable
GCSE A*-C (or equivalent) qualifications in English and Maths	✓	
Willingness and ability to and/or enhance qualifications and training for development in the post	✓	
NVQ Level 3 or equivalent in working with children and young people in an educational setting		✓
Experience		
Experience of working in a school environment		✓
Previous experience of working with children with Special Educational Needs	✓	
Skills		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Confidence in working with standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of Academy child safeguarding procedures		✓