

Teaching assistant person specification

	Essential	Desirable	Evidence
Attainment and work experience	<ul style="list-style-type: none"> • Previous experience working with children. • Good level of basic numeracy and literacy skills • Experience at working with children in EYFS and KS1 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 2 or 3 • Experience of intervention groups/resources 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. • Knowledge and understanding of child development and of children's and family's needs. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities. • Understanding of the importance of parental involvement. 	A, I, R
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • Any extra interests related to curriculum 	A, I
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • Self-confidence. • Ability to relate well to other professionals. 	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Good interpersonal/ communication skills • Assurance on punctuality. • Appropriate dress and personal presentation 	<ul style="list-style-type: none"> • Flexible approach • Willingness to be involved in the wider life of the school • Insight into what is important in our school • Brings personal interests and enthusiasms to the school community 	I, R

Evidence A = Assessed at application; I = Assessed at interview; R = Assessed through references
D = Assessed through supporting documents at interview