

## Personnel Specification

### Post Title: Teaching Assistant

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	GCSE English and Maths Level C or above or equivalent NVQ Level 2 for Teaching Assistants (Supporting Teaching & Learning) or equivalent qualifications or experience	NVQ 3 for Teaching Assistants (Supporting Teaching & Learning)	Application Form References
<b>Experience</b>	Working with learners of relevant age or relevant experience, e.g. voluntary organisation, parental caring experience. Working with pupils with social, communication and interaction difficulties Clerical/administrative/financial work Ability to demonstrate behaviour management skills	Experience of working in a team situation. Experience of working in a school supporting children with additional or special educational needs	Application Form References Interview
<b>Specialist Knowledge</b>	Understanding of child development and learning. Knowledge of particular subject or technical area Understanding of mental health issues affecting young people.	An understanding of the issues relating to inclusion	Application Form References Interview
<b>Practical/Intellectual Skills</b>	Effective communication Good organisational skills Excellent literacy/numeracy skills Ability to use relevant technology		Application Form References Interview
<b>Disposition/Attitude</b>	Commitment to equal opportunities Commitment to team work Hardworking, imaginative and adaptable Respect confidentiality		Application Form References Interview

	Friendly and approachable Ability to remain calm under pressure		
<b>Physical</b>	Good health to meet the needs of this demanding role		Application Form References