



## Person Specification

### Teaching Assistant – General

<b>Job Title:</b>	Teaching Assistant – General
<b>Responsible to:</b>	SENCo – Line Manager
<b>Contracted Hours/Week:</b>	27 hours 40 minutes per week 8.30am – 3.05pm Monday to Wednesday 8.30am – 2.45pm Thursday and Friday
<b>Contracted Weeks/Year:</b>	39 (term time only)

<b>Main Job purpose:</b>	To assist students requiring various levels of support working either with individuals, separate small groups and in mainstream classes within all faculties. Keep records of students' progress as are required by the school and establish a supportive relationship with individuals/groups and parents concerned (if necessary).
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Category	Criteria	Essential or Desirable	Method of Assessment
<b>Education, Qualifications &amp; Experience</b>	• Education to GCSE level, grade C or above in English and Maths or equivalent	<b>Essential</b>	Documentary evidence Application Form
	• Experience in supporting students in a TA capacity	<b>Desirable</b>	
<b>Skills, Knowledge and Understanding</b>	• Basic working knowledge of Microsoft Office: Word, Excel and Outlook	<b>Essential</b>	Application Form References Interview
	• Good understanding of the role of a Teaching Assistant	<b>Essential</b>	
	• Good level of oral and written communication skills.	<b>Essential</b>	
	• Good level of organisational skills	<b>Essential</b>	
	• Ability to work under pressure	<b>Essential</b>	
	• Good time management and prioritisation skills	<b>Essential</b>	
	• The ability to follow instructions	<b>Essential</b>	
	• The ability to work as part of a team	<b>Essential</b>	

	• Friendly and approachable, able to demonstrate empathy	<b>Essential</b>	
	• Integrity and the ability to handle confidential information securely and with discretion	<b>Essential</b>	
	• Confidence to work alone and use own initiative.	<b>Essential</b>	

<b>Personal and Professional Qualities</b>	<ul style="list-style-type: none"> <li>• A flexible approach</li> </ul>	<b>Essential</b>	Application Form References Interview
	<ul style="list-style-type: none"> <li>• Ability to deal with queries in a professional manner</li> </ul>	<b>Essential</b>	
	<ul style="list-style-type: none"> <li>• A willingness to learn new skills</li> </ul>	<b>Essential</b>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)</li> </ul>	<b>Desirable</b>	Reference Interview
	<ul style="list-style-type: none"> <li>• Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	<b>Essential</b>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Eligibility to work in the UK</li> </ul>	<b>Essential</b>	Application Form Interview
	<ul style="list-style-type: none"> <li>• Appointment subject to enhanced DBS and validated references</li> </ul>	<b>Essential</b>	