

Person Specification

Teaching Assistant

Competency	ESSENTIAL	DESIRABLE	EVIDENCE FROM
ICT	Computer literate with good working knowledge and experience of a range of programs including Microsoft Word and Excel.	Use of wider range of Microsoft programmes	Application
Education	Qualifications in English Language and Maths to at least GCSE or equivalent. Ability to produce articulate and concise written reports on students within a given timescale.	Further qualifications to A level/level 3 or equivalent.	Application Certificates Interview
Organisational	Ability to work unsupervised and to plan and prioritise effectively. Ensure routine and non-routine correspondence is produced on time. The ability to work flexibly to meet the needs of young people.	Knowledge of SEN practices and procedures. Good understanding of school structure.	Application Interview
Relevant experience and knowledge	Aware of the principles involved in giving advice and guidance to young people including the place of confidentiality. Knowledge and understanding of strategies to remove barriers to learning in young people. Knowledge of safeguarding practice in schools	A knowledge of the rights and responsibilities of parents. At least 1 year working with young people of secondary school age in paid or voluntary capacity. Experience of working with students with Speech Language and Communication Needs (SLCN).	Interview Application
Interpersonal/ communication skills	The ability to work as part of a team. To be able to liaise clearly and effectively with mainstream staff, teaching assistants and school staff. To be able to liaise confidently and sensitively with parents. Willingness to 'go the extra mile' to support student achievement.	The ability to find creative and imaginative solutions to problems.	Interview Application