



**Teaching Assistant Person Specification  
Grade 2 (SCP 1 – 3)**

Criteria	Essential	Desirable
<b>Qualifications</b>		
1. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	√	
2. GCSE English and Maths 9 – 4 (A – C) or equivalent.	√	
3. Current First Aid certificate.		√
<b>Experience</b>		
1. Working with or caring for children of a relevant age.	√	
<b>Knowledge</b>		
1. Ability to read and understand instructions.	√	
2. Ability to complete basic paperwork.	√	
3. Basic knowledge of first aid.	√	
4. Understanding of relevant policies/code of practice and awareness of relevant legislation.	√	
5. General understanding of national/ foundation stage curriculum and other basic learning programmes / strategies.	√	
6. Basic understanding of child development and learning.	√	
7. Training in relevant learning strategies.		√
<b>Skills</b>		
1. Good numeracy/ literacy skills.	√	
2. Ability to recognise and report problems.	√	
3. Ability to ability to assist teacher in creating a positive learning environment.	√	
4. Assist teacher with information gathering and resources as appropriate.	√	
5. Effective use of ICT to support learning.	√	
6. Use of other equipment technology e.g. photocopier.	√	
7. Ability to self-evaluate learning needs and actively seek learning opportunities.	√	
8. Display commitment to protection and safeguarding of children and young people.	√	
<b>Interpersonal and Communication Skills</b>		

1. Caring skills - Sensitivity to pupils' needs.	√	
2. Ability to advise and guide pupils on the best way to handle situations under the teacher's direction.	√	
3. Ability to communicate clearly.	√	
4. Ability to encourage participation and give feedback to pupils.	√	
5. Ability to maintain appropriate level of confidentiality.	√	
6. Excellent inter-personal skills and ability to relate well to children and adults.	√	
7. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	√	
<b>Physical Skills</b>		
1. Ability to use keyboard and mouse.	√	
2. Use of guillotine, craft knives, glue gun etc when displaying work or assisting pupils in practical lessons.	√	
3. Help pupils to use tools and equipment as required to support learning.	√	
<b>Level of Autonomy</b>		
1. Work is covered by set policies and procedures.	√	
2. Grade 2 Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant/Higher Level Teaching Assistant.	√	
3. Able to work with small groups of pupils when carrying out specific tasks or on field trips etc	√	
4. Able to supervise larger numbers of pupils during break/lunchtime.	√	
5. Able to make decisions on when to refer queries/problems to another member of staff.	√	