

TEACHING ASSISTANT PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	Knowledge and use of a range of equipment	Experience of working with pupils
		Basic knowledge of first aid
Literacy and numeracy	GCSE level 4/grade C or above in English Language and Mathematics (or equivalent)	
School environment		Knowledge of school policies and procedures
Mental Skills:		
Research	Assist teacher with information gathering and resources as appropriate	
Problem solving	Ability to recognise and report problems	
Thinking creatively / Developing new ideas	Assist teacher in creating a positive learning environment	
Interpersonal & Communications Skills:		
Caring skills	Sensitivity to pupil's needs	
Advising/guiding skills	Advising and guiding pupils on best way to handle situations, under the teacher's direction	
Verbal and written communications skills (including use of languages)	Ability to communicate clearly Ability to encourage participation and give feedback to pupils Ability to maintain appropriate level of confidentiality	
Physical skills:		
Keyboard skills / use of mouse		Ability to use keyboard and mouse required if supporting pupils using IT equipment
Other manual skills	Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons	
	Help pupils to use tools and equipment as required to support learning	

Other Attributes:		
Level of autonomy	Work is covered by set policies and procedures	
	Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant	
	Able to work with small groups of pupils when carrying out specific tasks or on field trips etc.	
	Able to supervise larger numbers of pupils during break/lunchtime	
	Able to make decisions on when to refer queries/problems to another member of staff	

Signature of post holder: _____ Date: / /

Signature of headteacher: _____ Date: / /