



PERSON SPECIFICATION – Teaching Assistant

Knowledge, Skills, Abilities required

1. Experience of working with children and/or qualifications relating to child development/education – see below
2. A good level of literacy and numeracy
3. ICT literate (able to use Technology to find, record and communicate information)
4. A working knowledge of Word for Windows and other Microsoft applications
5. A willingness to learn about the ICT curriculum and the use of communication technologies in other subjects
6. Knowledge & experience of promoting the welfare and safeguarding of pupils

To be able to

- Contribute orally to pupil reports and records.
- Provide appropriate personal care for pupils with special needs
- Provide support for learning activities
- Provide effective support for his/her colleagues

This will involve:

- Supporting literacy and numeracy activities in the classroom
- Contributing to the management of pupil behaviour
- Supporting the use of ICT in the classroom
- Supporting the maintenance of pupil safety and security
- Contributing to the health and well-being of pupils
- Undertaking training in the specific skills needed
- Using office machinery e.g. photocopier

In addition they may also

- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments

To be prepared to undertake training in the specific skills as needed e.g.

- Manual handling - use of hoists and other equipment, standing frames/walkers/chairs
- Feeding - special techniques, food hygiene
- Managing Challenging behaviour
- First Aid
- Safe guarding children
- Communication - creative play, makaton, PECS, intensive interaction, other sign languages
- Educational development
- Physical care

Educational requirements

- English language reading and comprehension & Numeracy skills up to GCSE standard
- May have had some training in communication techniques, creative play and physical care techniques.
- May be working towards relevant City and Guilds, NVQ or BTEC qualification or LEA approved training.