



Teaching Assistant Person Specification

Pay Scale/Grade:	Bucks Pay Range 1b, Scale point 8 – 10 (depending on skills/experience)
Reports to:	Senior Leadership Team (Deputy Headteacher/Head of Learning)
Responsible for:	N/A
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent 	<ul style="list-style-type: none"> Evidence of additional qualifications suitable to TA role Graduate qualification Level 3 Childcare qualification 	Certificates
Experience	<ul style="list-style-type: none"> Experience of working and supporting children with a range of educational needs Experience of working and supporting children of a variety of ages 		Application form and selection events

Factors	Essential	Desirable	Assessment Method
Knowledge and Understanding	<ul style="list-style-type: none"> • Intermediate knowledge of ICT • Awareness of keeping children safe • Basic knowledge of Health and wellbeing, safety and child protection • Understanding of the Schools Ethos and Values • Understanding of Data Protection and confidentiality • Basic knowledge of First Aid 	<ul style="list-style-type: none"> • Understanding of the development of EAL learners • Understanding of the development of SEN learners 	Application form and selection events
Skills and Abilities	<ul style="list-style-type: none"> • Ability to solve problems and find solutions • Active listener • Good communication (written and verbal) • A team player • Highly motivated • Assist children on an individual basis, in small group and whole class work • Explain tasks simply and clearly and foster independence • Supervise children, and adhere to defined behaviour management policies • Accept and respond to authority and supervision • Work with guidance, but under limited supervision • Display work effectively, and make and maintain basis teaching resources 		Application form and selection events

Note to applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.