

## Person Specification

### West Park School

Job Title: Teaching Assistant  
 Line Manager: Mrs Hawkins SENDCo  
 Grade: LGPS Point 3 - 5

*This person specification should be used in relation to the relevant Job Description*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> <li>• good basic education to GCSE level in literacy and numeracy, or the equivalent</li> </ul>	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> <li>• A relevant qualification in Childcare and/or Education</li> </ul>
<b>Experience</b>	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> <li>• Experience of working with young children, perhaps as a parent or voluntary worker (e.g. as a Brownie or Cub leader).</li> <li>• Experience of working positively with pupils with EHC Plans and complex needs required.</li> </ul>	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> <li>• being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar.</li> <li>• working in a school setting or similar setting</li> </ul>
<b>Knowledge and Understanding</b>	<p>The Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the needs of young children;</li> <li>• child development and the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> <li>• behaviour management strategies;</li> </ul>	

	<ul style="list-style-type: none"> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>	
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<p><b>Skills</b></p>	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small groups and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul>	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> </ul>
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