Teaching Assistant

	Essential	Desirable	Method of Assessment
Qualifications and training	• 5 GCSEs including Maths and English grade A* - C, 9 – 4 or equivalent • Evidence of recent professional development • Level 3 vocational qualification (teaching assistant)	• First Aid trained • Relevant qualifications and/or experience • L1/2 safeguarding training	Application form Certificates
Experience	• A thorough understanding of young people • Experience of working in the field of SEN • Experience in providing emotional and pastoral care to students	• Experience of working with Arbor and CPOMs. • Relevant work experience in a secondary school setting	Application form Interview Reference
Skills, knowledge and aptitude	• Ability to use IT effectively, including a working knowledge of Microsoft Office packages including: Word and Excel • Willing to undertake continuing professional development • An ability to communicate effectively with students and their families • Good organisational, planning and administrative skills • Commitment, enthusiasm and drive to achieve • Commitment to safeguarding and promoting the welfare of children • Excellent communication skills		Application form Interview Reference

	• Excellent time management and organisational skills • Good team player		
Personal qualities	• Integrity • Self-starter • Positivity • Good time keeper • Personable, honest, reliable and trustworthy • Adaptable and flexible • Ability to work effectively as an individual and as a team member • Ability to communicate effectively • Pro-active approach to work • Good sense of humour, patience and understanding		Application form Interview Reference