

# BIRCHENSALE MIDDLE SCHOOL

## Person specification for

## Teaching Assistant



	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• A good standard to secondary school level education with a minimum of GCSE Maths and English</li> <li>• Previous experience working with children.</li> <li>• Knowledge and understanding of child development.</li> <li>• Understanding of Safeguarding procedures.</li> <li>• Enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a school setting.</li> <li>• Relevant qualifications with regard to working with children, such as NVQ2 or 3.</li> <li>• Previous experience of working in a team.</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>• Ability to plan and organise.</li> <li>• Be able to follow instruction and work independently.</li> <li>• Ability to recognise and identify problems.</li> <li>• Ability to record and pass on information accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to cope with a range of different roles/responsibilities.</li> <li>• Understanding of the importance of parental involvement.</li> </ul>
Special Skills and Interests	<ul style="list-style-type: none"> <li>• Ability to encourage and enable others to develop their full potential.</li> <li>• ICT literate – must be able to use Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid, music, arts and crafts, computing.</li> <li>• Any extra interests related to childcare.</li> </ul>
Disposition and Attitudes	<ul style="list-style-type: none"> <li>• Ability to build relationships and to work as part of a team.</li> <li>• A friendly, helpful, caring and flexible approach.</li> <li>• Open-mindedness and patience.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to maintain confidentiality in all school matters.</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of self-confidence.</li> <li>• Ability to relate well to other professionals.</li> </ul>
Physical attributes and other circumstances	<ul style="list-style-type: none"> <li>• Ability to physically carry out the responsibilities of the post.</li> <li>• Willingness and ability to attend appropriate meetings and training.</li> <li>• Appropriate personal presentation.</li> <li>• Reliable with excellent punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to support pupils with extra curriculum activities.</li> </ul>