

Wellington School

Teaching Assistant - Person Specification



Essential	Desirable
<u>Qualifications</u>	
GCSE Grade C (or equivalent) or above in English and Maths	- NVQ3 in teaching assistance or equivalent qualification or experience - Training in appropriate strategies eg. literacy and / or in particular curriculum or learning area eg., ICT, Maths, English
<u>Skills and Abilities</u>	
- Good numeracy/literacy skills - Able to plan and deal with conflicting priorities in organising own work schedule - Able to use school ICT systems to support learning and perform a range of administrative tasks - Able to produce work sheets, administer course work and undertake a range of administrative tasks in support of the teacher - Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands - Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance - Able to learn and take responsibility for own development and share knowledge with colleagues and support their development - Able to deliver educational work programmes, evaluate and implement strategies to enhance learning - Able to work with pupils within an agreed behaviour management policy - Able to prepare / display relevant resources / materials for teaching and learning activities - Understand the importance of safeguarding/child protection when working in a school setting	- Experience of working with young people in a learning environment - Good working knowledge of child development and learning processes, relevant policies / codes of practice, national curriculum, relevant learning programmes / strategies and awareness of relevant legislation.
<u>Personal Qualities</u>	
- Patience and understanding of individual pupil needs - Ability to organise and prioritise workload at busy times during the school year - A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required - A good sense of humour - Good interpersonal skills - Ability to follow confidential procedures	