

Person specification		
Job title: Teaching Assistant	Grade: C	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I) or reference (R)
Qualifications		
Minimum of 4 GCSE's at grade C or above, including English. In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.	E	AF
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	AF
Experience		
Experience of working with or caring for children of relevant age	E	AF
Experience of working in a relevant classroom/service environment	D	AF
Experience of Administrative work	D	AF
Experience of supporting pupils with challenging behaviour	D	AF
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	I
Ability to relate well to children	E	I, R
Ability to work as part of a team	E	AF, I, R
Excellent communication skills	E	AF, I, R
Ability to supervise and assist pupils	E	I, AF
Excellent time management skills	E	I, R
Good organisational skills	E	AF, I, R
Knowledge of classroom roles and responsibilities	D	AF, I
Knowledge of the concept of confidentiality	E	I
First Aid Certificate	D	AF

Witton Park

Academy

Good administrative skills	E	AF, I
Knowledge of secondary curriculum	D	AF, I
Good numeracy and literacy skills	E	AF, I
Ability to make effective use of ICT	D	AF, I, R
Flexible attitude to work	E	AF, I, R
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I, R
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	I, R
Reviewed:	Date:	September 2023
Note: We will always consider your references before confirming a job offer in writing.		