

Person Specification for Teaching and Learning Support Assistant

Area	Essential Criteria	Desirable Criteria	Evidence
Training & Qualifications	NVQ 2 qualified / training or equivalent (childcare/early childhood studies/teaching assistant or related qualification) Good literacy and numeracy skills	GCSE's A 'Level's	Application form and letter of application Interview
Experience	Experience of working with children in an educational setting	Working with children with a variety of special needs	Application form and letter Interview, References
Skills, abilities and Knowledge	Good Computer/ICT skills Effective communication skills Positive behaviour management strategies Awareness of Child Protection /Safeguarding	First aid qualification Food hygiene qualification Ability to produce high level display work Minibus Driver	Interview References
Personal Qualities	Well presented, punctual & professional High expectations of self and children Able to work on own initiative Professionally discreet & able to respect confidentiality Well organised Good team player Sense of humour Enthusiastic Ability to adapt to a variety of situations	Good fitness/health record Interest in Physical Education and/or swimming Interest in creative arts	References Interview
Other Relevant Requirements	Awareness of equal opportunities issues Awareness of Health and Safety issues	Willingness to support pupils on extra-curricular and residential visits Clean driving licence	Interview