St Edward's School

PERSON SPECIFICATION – TEACHING ASSISTANT

	CRITERIA	ESSENTIAL (E) DESIRABLE (D)		METHOD OF ASSESSMENT
		E	D	Application – A Interview – I References - R
EXPERIENCE				
	Experience of working with young adults	✓		A, I, R
	Experience of working with students with social, emotional and behavioral problems		✓	A, I, R
	Experience of working in the secondary school context		✓	A, I, R
	Experience of successful mentoring/coaching		✓	A, I, R
	BESD/Asperger's experience		✓	A, I, R
	Experience of working with ASD		✓	A, I, R
	Experience of working in care		✓	A, I, R
	Experience of working with people who have medical needs		✓	A, I, R
EDUCATION AND PROFESSIONAL QUALIFICATIONS				
	GCSE Mathematics and English at GCSE grade C/Level 5 or above	✓		A, R
	NVQ qualification in TA role		✓	A, R
KNOWLEDGE				
	Knowledge of the National Curriculum	✓		A, I, R
	Knowledge of safeguarding procedures relevant to the role	✓		A, I, R
	Clear understanding of secondary school level behavior-related issues	✓		A, I, R
	Systems and approaches to assist with mentoring and coaching students		✓	A, I, R
	Knowledge of core curriculum subjects		✓	A, I, R
	Knowledge of NVQ or competencies system		✓	A, I, R
	Clear understanding of care-related issues		✓	A, I, R
	Knowledge of basic care routines		✓	A, I, R
KEY SKILLS				
	Very good interpersonal and communication skills	✓		A, I, R
	Ability to establish a rapport with students to develop their social and academic potentials	✓		A, I, R
	Polite, empathetic and friendly	✓		A, I, R
	Able to work effectively as part of a team	✓		A, I, R
	Excellent communication skills	✓		A, I, R
	To work well with individuals and small groups	✓		A, I, R
	To set and endeavor to maintain high expectations of behaviour	✓		A, I, R
	Good understanding and experience of using Microsoft Office Suite and 365		✓	A, I, R
	Knowledge of school Management Information Systems		✓	A, I, R
	Understanding of education in the context of a Christian School		✓	A, I, R
	To support a small number of students with personal care		✓	A, I, R

OTHER				
	Commitment to inclusive education	✓		
	Support of the school's Mission statement	✓		
	Ability to be flexible and use initiative	✓		
	Willingness to learn and help the learning of others by sharing training and experience	✓		