



Butlers Court School

Teaching Assistant Person Specification

CRITERIA	QUALITIES
Qualifications and training	• Previous experience working with children is essential • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • First-aid training, or willingness to complete it • Ability to use ICT/the internet and email to support pupils' learning • HLTA Qualification desirable
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities
Skills and knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • Good sense of humour

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and undergo a full DBS check.