



Teaching Assistant Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Teaching Assistant** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none">■ Of interaction with children/students	<ul style="list-style-type: none">■ Using Microsoft packages■ Knowledge of curriculum and examination requirements
Skills/Abilities	<ul style="list-style-type: none">■ The ability to transcribe information accurately■ Good communication skills■ Recognised competence in literacy and numeracy■ Ability to work as part of a team and independently■ Computer literacy■ Ability to take the initiative■ Flexibility	
Personal characteristics	<ul style="list-style-type: none">■ Sensitive to a child's needs■ Attentive to detail■ Self motivated■ Tactful and diplomatic■ Enthusiastic■ Pleasant manner and a good sense of humour	<ul style="list-style-type: none">■ Evidence of recent self development

April 2020