

## Person Specification

Name of school: Marlborough St Mary's CE Primary School  
 Job Title: Teaching Assistant working with SEN and children in the Complex Needs Resource Base

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of basic education</li> <li>• GCSE Grade C or above in Maths &amp; English or equivalent</li> </ul>	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none"> <li>• A relevant qualification in Childcare and/or Education</li> <li>• Recognised Teaching Assistant qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young children</li> </ul>	In addition, the Teaching Assistant might have experience of: <ul style="list-style-type: none"> <li>• being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar</li> <li>• Working with children with special educational needs</li> </ul>
<b>Knowledge and Understanding</b>	The Teaching Assistant should be willing to gain knowledge of the learning processes and specific needs of the children and have some knowledge and understanding of: <ul style="list-style-type: none"> <li>• the needs of young children;</li> <li>• child development and the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Makaton</li> </ul>

<b>Skills</b>	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul>	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Calmness</li> <li>• Patience</li> <li>• Confidentiality</li> <li>• Empathy</li> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Initiative</li> <li>• Good sense of humour</li> </ul>	