

Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Numeracy/literacy skills (at a level equivalent to NQF level 2) Completion of the Teaching Assistant Induction Programme Willingness to undertake further training 	
Experience, skills and knowledge	<ul style="list-style-type: none"> Positive response to the change process and ability to effectively implement new ideas and methods to adapt working practices Experience of working with students of secondary age Ability to relate well to students and adults Ability to communicate in a clear, accurate and succinct manner Ability to work as part of a team An understanding of the role of the Teaching Assistant and other professionals working in the classroom Ability to use and understand the purpose of ICT and the ability to search for and extract information from a range of technology Ability to use relevant technology e.g. photocopier, computer Ability to support the use of ICT in learning activities and develop students' competence and independence in its use Understanding of national KS3 and KS4 curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Willingness to undertake First Aid training as appropriate Ability to maintain open and honest relationships with colleagues and show sensitivity to the needs and feelings of others 	
Personal qualities	<ul style="list-style-type: none"> Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work Commitment to high expectations for all students Self motivation and personal drive to complete tasks to the required timescales and quality standards 	

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<p>Personal qualities (cont/d)</p>	<ul style="list-style-type: none"> • The flexibility to adapt to changing workload demands and new Academy challenges • Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students • Personal commitment to continuous self-development • Personal commitment to continuous Academy improvement • Commitment to keeping up-to-date with educational national and subjects developments • Be willing to consent to and apply for an enhanced disclosure to a Criminal Records Bureau (CRB) check • Assist with the supervision of discrete groups of students for short periods when the Learning Tutor is not present • Contribute to the overall ethos/work/aims of the Academy • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop • To be willing to attend relevant meetings • Participate in training, including relevant learning strategies and other learning activities and performance management when required • Neat presentable business dress • Excellent attendance and sickness record 	