

**Personal Specification  
Teaching Assistant (Willow Hearing Support Centre)**

**Education and Training**

| <b>Essential Criteria</b>                                      |  | <b>Desirable Criteria</b>        |  |
|--|--|----------------------------------|--|
| English GCSE grade C and above                                 |  | A degree level qualification.    |  |
| Fluent reader, writer and communicator in the English language |  | Coaching or mentoring experience |  |
| Mathematics GCSE grade C                                       |  |                                  |  |
| High levels of literacy and numeracy                           |  |                                  |  |
|  |  |                                  |  |

**Achievements and Experience**

| <b>Essential Criteria</b>  |  | <b>Desirable Criteria</b>  |  |
|--|--|--|--|
| Ability to form good interpersonal relationships with parents and professionals  |  | Experience of working with children ideally of primary school age. |  |
| Ability to correct pupils' oral and written communication  |  | Previous experience of working in schools.                         |  |
| Ability to work effectively as part of a team  |  |  |  |
| An awareness of the principles of safeguarding and an understanding of the duties and responsibilities arising from the Children's Act (2004) and Working Together to Safeguard Children (2018). |  |  |  |

**Skills & Abilities**

| <b>Essential Criteria</b>  |  | <b>Desirable Criteria</b>   |  |
|--|--|---|--|
| An ability to promote high standards of punctuality and attendance                   |  | IT skills – familiarity with Word, Publisher, PowerPoint would be useful. |  |
| An ability and willingness to work flexibly  |  |   |  |
| To be resilient, enthusiastic, responsible and self-motivated                        |  |   |  |
| An ability to work under pressure  |  |   |  |
| An understanding of the schools Equal Opportunities Policy and how it is implemented |  |   |  |
| Tact, diplomacy and a respect for confidentiality                                    |  |   |  |
| Good time management skills  |  |   |  |