

## EMPLOYEE SPECIFICATION

<b>Job Title:</b>	<b>TEACHING ASSISTANT</b>	<b>Grade: Scale 6 Point 16-20</b>
<b>Department:</b>	<b>WOODBRIGE PARK EDUCATION SERVICE</b>	
<b>Division/Section:</b>	<b>Children and Adult Services</b>	

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met. *Candidates who do not meet Essential criteria will not be considered.*

Criteria should either be addressed on the application form or in the statement of application. Criteria will be further tested later in the process at interview.

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

No	Criteria/Competencies	Essential	Desirable	Form	Interview
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	Skills/Abilities/Knowledge				
1	Excellent inter-personal skills and able to communicate effectively verbally and in written form.	X		X	
2	The ability to make positive relationships with children and their teachers	X		X	X
3	Highly developed organisational skills and able to prioritise tasks to benefit the students.		X	X	
4	Proven ability to communicate effectively verbally and in written form		X	X	
5	Possess appropriate IT skills relevant to the post, including a basic knowledge of Microsoft Word, Excel, Powerpoint, Email and the ability to complete searches on the Internet.	X		X	
6	Relevant courses for Teaching Assistants and on issues of support of SEN students (e.g. ASD and social skills)	X		X	X
7	GCSEs or equivalent English/Maths/Science A*-C	X		X	

<b>Experience</b>					
1	Be able to demonstrate the motivation and skills to support students with mental health difficulties and other medical needs in an education setting	X		X	X
2	Work in previous schools with secondary school students	X		X	X
3	Experience of using Team Teach/Restraint Training or willingness to be trained		X	X	
4	Possess basic knowledge of First Aid, food hygiene and Health and Safety or be willing to undertake training.		X	X	

<b>Disposition</b>					
1	Flexibility and resilience		X	X	
2	Practical approaches to problem solving		X	X	
3	Confidence and ability to make decisions		X	X	
4	Ability to stay calm in potentially challenging situations	X		X	X
5	Ability to work in a team and also on own initiative and to manage own time	X		X	
6	Enthusiasm for working with students with medical needs	X		X	X

<b>Commitments</b>					
1	Commitment to equality of opportunity	X		X	
2	Commitment to achieving high standards	X		X	X
3	Commitment to all aspects of inclusive education	X		X	X
4	Commitment to encouraging participation of stakeholders, Parents/carers and the wider community in the life of the Service	X		X	X



**London Borough  
of Hounslow**