



THE OAK-TREE GROUP OF SCHOOLS

PERSON SPECIFICATION

Post Title	Teaching Assistant
-------------------	---------------------------

All members of staff employed by The Oak-Tree Group of Schools are expected to uphold the Group's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies.

Main Purpose of the Role

This is a role for an excellent teaching assistant who will be committed to high standards and will have the energy and inspiration to work alongside the class teacher with individuals or small groups.

Essential / desirable qualities for this post			How to identify
1. Education and qualifications	E	D	
Appropriate qualification for the role	✓		Application Form / Certificates
Excellent numeracy and literacy skills	✓		Application Form / Certificates / Interview
Knowledge of procedures for safeguarding children		✓	Application Form / Interview
Training in Safeguarding Children		✓	Application Form / Interview
Ability to offer additional skills		✓	Application Form / Certificates / Interview
Eligible to provide a suitably clear DBS	✓		Employment checks / Interview

2. Communication Skills	E	D	
Able to communicate effectively to a variety of audiences	✓		Interview / References
Establish and maintain positive working relationships with children, parents and staff	✓		Interview / References
Excellent oral communication skills	✓		Interview / References
Good written skills	✓		Application Form / Interview / References
Sociable and approachable	✓		Interview / References
Ability to maintain standards under pressure	✓		Interview / References
Sense of humour		✓	Interview / References

3. Experience, knowledge, skills and abilities	E	D	
Experience working in a school environment with a range of ages of children		✓	Application Form
Help create a happy and challenging learning environment	✓		Application Form / Interview / References
Help provide effectively for the individual needs of all children	✓		Application Form / Interview / References
Understand the appropriate curriculum requirements		✓	Application Form / Interview / References
Help monitor pupils' progress	✓		Application Form / Interview / References
Help set targets to help pupils improve	✓		Application Form / Interview / References
Experience in the use of ICT and confident in its use in class		✓	Application Form / Interview / References
Experience planning for small groups of pupils		✓	Application Form / Interview / References
Effective skills assisting pupils	✓		Application Form / Interview / References
Effective classroom and behaviour management	✓		Application Form / Interview / References
Ability to manage practical classes effectively and safely	✓		Application Form / Interview / References
Ability to convey enthusiasm for learning	✓		Application Form / Interview / References
Involvement in extra-curricular activities		✓	Application Form / Interview / References
Experience organising and running educational visits		✓	Application Form / Interview / References

4. Personal qualities	E	D	
Trustworthy and reliable	✓		Application Form / Interview / References
Ability to maintain confidentiality	✓		Application Form / Interview / References
Positive approach to learning	✓		Application Form / Certificates / Interview
Strong commitment to a high standard of pupil care	✓		Application Form / Interview / References
Have high expectations and aspirations	✓		Application Form / Interview / References
Ability to work on own initiative or as part of a team	✓		Application Form / Interview / References
Ability to be flexible, energetic and adaptable	✓		Application Form / Interview / References
Proven track record of excellent punctuality and attendance	✓		Application Form / Interview / References
Attention to detail and a focus on maintaining high quality of service and standard of work	✓		Application Form / Interview / References
Desire for career progression in the relevant area		✓	Application Form / Interview
Good organisational skills	✓		Application Form / Interview / References
Ability to offer flexibility in hours if required		✓	Application Form / Interview
Have a working knowledge of health & safety and first aid		✓	Application Form / Interview / References