



WESTMINSTER UNDER SCHOOL

Teaching Assistant – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
Knowledge/Experience	Experience as a classroom assistant at Key Stage 1 or Key Stage 2		Yes
	Knowledge of safeguarding	Yes	
	Experience of effectively managing pupil behaviour	Yes	
	Experience as a teaching assistant within a school environment		Yes
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Patience and understanding with the pupils	Yes	
	Enthusiasm for the role	Yes	
	Ability to build good working relationships with both pupils and adults	Yes	
	Ability to manage groups of pupils and manage behaviour effectively	Yes	
	Excellent organisational skills	Yes	
	High standard of English, both written and verbal, and numeracy skills	Yes	
	Proficient ICT skills, with the ability to use Microsoft Office		Yes

	Possess a warm and cheerful disposition	Yes	
	Ability to remain helpful and calm under pressure	Yes	
	Shows initiative and has the ability to make quick decisions where appropriate	Yes	
	Excellent communication skills, both written and verbal	Yes	
	Be firm but fair with all pupils	Yes	