



WESTMINSTER UNDER SCHOOL

Teaching Assistant (Reception) – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	A full and relevant Level 3 qualification	Yes	
	Commitment to continuing professional development	Yes	
Knowledge/Experience	Experience of working with children in Early Years	Yes	
	Experience in operating as part of a collaborative teaching team	Yes	
	Experience of working in a school or educational environment		Yes
	Experience of teaching the Read, Write, Inc. phonics programme (or similar)		Yes
	Knowledge of safeguarding within schools, including recent changes to safeguarding practice	Yes	
	Experience in pastoral care and pupil wellbeing	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 their work	Yes	
Skills and abilities	Excellent organisational and administrative skills – ability to plan, priorities and manage a varied workload	Yes	
	An outstanding classroom practitioner	Yes	
	Patience and understanding with young children	Yes	
	Strong communication skills, both written and verbal with a good standard of English	Yes	

	Proficient ICT skills, including ability to use applications such as Tapestry to record observations	Yes	
	Ability to remain positive, enthusiastic and prioritise calmly and effectively under pressure	Yes	
	Empathetic and compassionate with a good understanding of boundaries	Yes	
	Ability to take ownership of tasks and use own initiative	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Ability to develop and maintain positive and effective relationships with all members of the school community and outside agencies	Yes	