



Person Specification Form

Post Title – Teaching Assistant – Level 2b (Pastoral Inclusion Unit)

Personal Attributes required (on the basis of the job description)	Essential	Desirable
Qualifications		
NVQ level 2 or above qualification – appropriate to the post (or equivalent)		✓
Level 2 or equivalent qualification English / Literacy and Mathematics / Numeracy		✓
Experience		
Experience of working with or caring for children of relevant age	✓	
Experience of working in a relevant classroom/service environment		✓
Experience of Administrative work		✓
Experience of supporting students with challenging behaviour		✓
Knowledge / skills / abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	✓	
Ability to relate well to children	✓	
Ability to work as part of a team	✓	
Good communication skills	✓	
Ability to supervise and assist students	✓	
Time management skills	✓	
Organisational skills	✓	
Knowledge of the concept of confidentiality	✓	
First Aid Certificate		✓
Administrative skills		✓
Knowledge of Early Years Foundation Stage		✓
Good numeracy and literacy skills	✓	
Ability to make effective use of ICT		✓
Flexible attitude to work	✓	
Other		
Commitment to undertake CPD	✓	
Commitment to safeguarding and protecting the welfare of children and young people	✓	
Demonstrate flexibility, sensitivity and the ability to find solutions	✓	

To have a commitment to health and safety	✓	
Smart, professional appearance	✓	
Ability to remain calm and professional at all times	✓	
Ability to maintain confidentiality and discretion at all times	✓	
Resilience	✓	
Sense of humour	✓	
Enhanced DBS clearance and safeguarding training is a requirement of the post	✓	

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.