



General heading	Detail	
Qualifications & Experience	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning and support systems within an Office
	Written	Ability to write basic reports, data entry accuracy and keeping well maintained records
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively Good telephone manner
Communication	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Ability to understand and support children with developmental difficulty or disability
Working with children	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
Working with others	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
Responsibilities	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently

	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
General	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role