

# Person Specification

## Teaching Assistant



In your letter of application please relate your experience and strengths to the person specification and job description		Attributes		Where Identified		
		Essential	Desirable	Application Form/Letter	Interview	Reference
<b>Qualifications/Training</b>	• GCSE or equivalent passes A* – C in English & Maths	✓		✓	✓	
	• Professional / other qualifications e.g. NVQ Level 2		✓	✓	✓	
	• Knowledge/Qualifications demonstrating ability in numeracy and literacy	✓		✓	✓	
<b>Experience</b>	▪ Experience of working in a school or educational environment		✓	✓	✓	
<b>Skills &amp; Specific Attitude</b>	• Ability to take small groups for extra Literacy/Numeracy support		✓	✓	✓	✓
	• Good timekeeper	✓				✓
	• Good interpersonal skills	✓			✓	✓
	▪ Ability to carry out work in an accurate, calm, clear and positive fashion	✓			✓	✓
	▪ Computer literate		✓			✓
	▪ Ability to interpret basic instructions and act on them accordingly	✓		✓	✓	
	• Ability to organise activities in an efficient and effective manner	✓			✓	
	• Ability to communicate effectively in a variety of different media	✓		✓	✓	
	• Ability to interact effectively at all levels within the school	✓		✓	✓	
	• Ability to contribute effectively within a team	✓			✓	
	• Ability to manage own workload to meet conflicting demands an tight deadlines	✓			✓	✓
	• Ability to produce information in a clear, accurate and concise format	✓			✓	
	• Smart professional appearance	✓			✓	
	• Ability to undertake duties off the school premises as directed by Line Managers	✓			✓	✓
<b>Knowledge &amp; Understanding</b>	• Understanding of the need for confidentiality	✓			✓	
	• Understanding of children and their needs	✓			✓	
	• Understanding of Child Protection and Safeguarding issues	✓			✓	
	▪ Commitment to safeguarding and promoting the wellbeing of all children	✓			✓	✓