

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
Qualifications/Training	<ul style="list-style-type: none"> GCSE or equivalent passes A* – C in English & Maths 	✓		✓	✓	
	<ul style="list-style-type: none"> Professional / other qualifications e.g. NVQ Level 2 		✓	✓	✓	
	<ul style="list-style-type: none"> Knowledge/Qualifications demonstrating ability in numeracy and literacy 	✓		✓	✓	
Experience	<ul style="list-style-type: none"> Experience of working in a school or educational environment 		✓	✓	✓	
Skills & Specific Attitude	<ul style="list-style-type: none"> Ability to take small groups for extra Literacy/Numeracy support 		✓	✓	✓	✓
	<ul style="list-style-type: none"> Good timekeeper 	✓				✓
	<ul style="list-style-type: none"> Good interpersonal skills 	✓			✓	✓
	<ul style="list-style-type: none"> Ability to carry out work in an accurate, calm, clear and positive fashion 	✓			✓	✓
	<ul style="list-style-type: none"> Computer literate 		✓			✓
	<ul style="list-style-type: none"> Ability to interpret basic instructions and act on them accordingly 	✓		✓	✓	
	<ul style="list-style-type: none"> Ability to organise activities in an efficient and effective manner 	✓			✓	
	<ul style="list-style-type: none"> Ability to communicate effectively in a variety of different media 	✓		✓	✓	
	<ul style="list-style-type: none"> Ability to interact effectively at all levels within the school 	✓		✓	✓	
	<ul style="list-style-type: none"> Ability to contribute effectively within a team 	✓			✓	
	<ul style="list-style-type: none"> Ability to manage own workload to meet conflicting demands an tight deadlines 	✓			✓	✓
	<ul style="list-style-type: none"> Ability to produce information in a clear, accurate and concise format 	✓			✓	
	<ul style="list-style-type: none"> Smart professional appearance 	✓			✓	
	<ul style="list-style-type: none"> Ability to undertake duties off the school premises as directed by Line Managers 	✓			✓	✓
Knowledge & Understanding	<ul style="list-style-type: none"> Understanding of the need for confidentiality 	✓			✓	
	<ul style="list-style-type: none"> Understanding of children and their needs 	✓			✓	
	<ul style="list-style-type: none"> Understanding of Child Protection and Safeguarding issues 	✓			✓	
	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the wellbeing of all children 	✓			✓	✓