GLF Schools - Person Specification

Job Title: Teaching Assistant		
	Essential	**Desirable**
Education and Training		
Good General Education including English and Maths at GCSE or equivalent	√	
NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent		√
Experience & Skills		
Experience in providing assistance in education		√
Basic IT skills	√	
Advance IT skills		√
Able to plan and prioritise regular and irregular tasks	√	
Able to clarify and explain instructions to children	√	
Ability to motivate and engage children	√	
Experience in assisting with the organisation of the learning environment		√
Ability to take on routine tasks under the direction of the class teacher	√	
Ability to maintain records and children files	√	
Utilise a variety of strategies to engage children and support children in their learning	√	
Ability to maintain records and children files	√	
Able to follow instructions	√	
Personal Attributes		
An effective communicator	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct	√	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		