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# Person Specification: Teaching Assistant

E – Essential

D – Desirable

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| --- | --- | --- | --- |
|  |  |  | Ascertained By |
| Qualifications | * Relevant Childcare/Teaching Assistant | D | * Application and Documentary Evidence |
| Experience | * To have worked within a similar environment | D | * Application and Interview |
| Abilities | * To work alone, unsupervised and with proven initiative and to be part of a busy and focussed team. * To work under pressure and within tight lead-times. * To prioritise tasks successfully. * To plan ahead and to anticipate requirements. * To take ownership of new projects or to manage existing ones | E  E  E  E  E | * Interview and References * Application and Interview * Application and Interview * Application and Interview * Application and Interview |
| Expectations | * To present themselves and their work in a smart and professional manner. * To demonstrate a reasonable level of technical expertise and a desire to learn new skills * To be prepared to work as part of the wider team as and when the work load requires it. * To be flexible to work during the holidays as previously agreed and separately remunerated. | E  E  E  E | * Interview * Application and Interview * Application and Interview * Interview |