



## PERSON SPECIFICATION – Teaching Assistant Level 2

Qualifications	Essential	Desirable	EVIDENCED (Application Form Interview References)
Hold a recognised and relevant qualification at NVQ Level 2 (or equivalent) or have evidence of equivalent knowledge and experience	•		A
Minimum GCSE (or equivalent) English and Maths at grades A-C	•		A
<b>Experience</b>			
Have a detailed understanding of at least one area of the curriculum / age range	•		A,I,R
Have considerable successful experience of working to support children/pupils learning, especially those with AEN	•		A,I,R
Successful experience of supporting students on School Action Plan and with statements	•		A,I,R
Successful experience working as a Teaching Assistant	•		A,I,R
Experience working in a secondary school	•		A,I,R
ICT competency	•		A,I
Able to adapt teaching styles to the needs of groups or individual pupils	•		A,I
Good standard of word processing/typing skills	•		A,I
Competent use of office equipment	•		A, I
SIMS system		•	A, I
Knowledge of KS3 and KS4 curriculum	•		A,I,R
<b>Personal Skills</b>			
Have detailed understanding of schools policies and how they relate to local and national framework / policies for learning	•		A,I
Have good communication and listening skills and be able to present information verbally and in writing to others	•		A,I
Relate well to children, parents, staff and other professionals	•		A,I,R
Ability to work in all curriculum areas	•		A,I
<b>Professional Development</b>			
Willingness to undertake appropriate professional development	•		A,I
<b>Attitudes</b>			
Proactive	•		A,I,R
Enthusiastic	•		A,I,R,
Team work	•		A,I,R
Initiative	•		A,I,R
Patience	•		A,I,R
Empathy	•		A,I,R
Reliability	•		A,I,R
Sense of humour	•		A,I,R

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
All appointments are subject to DBS Checks