

# Person Specification

## Teaching Assistant

	Essential	Desirable
<b>Qualifications, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A* - C or equivalent.</li> <li>Good literacy, numeracy and IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid training.</li> <li>Full clean driving license</li> <li>Level 3 Teaching Assistant qualification/ NVQ Level 3 or equivalent.</li> </ul>
<b>Personal Development and Additional Learning</b>	<ul style="list-style-type: none"> <li>Ability to stay calm under pressure and meet deadlines</li> <li>Ability to be self-directed</li> <li>Ability to work within a team</li> <li>Good organisational skills</li> <li>Confidence to work with a wide range of people and abilities.</li> <li>Ability to use basic IT packages such as Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the factors which affect the way people learn.</li> <li>Ability to think creatively and contribute new ideas.</li> </ul>
<b>Experience and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> <li>Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Ability to bring experiences to the school which enrich and enhance the community.</li> <li>Previous experience of having worked in an educational environment.</li> <li>Knowledge of government inclusion agenda.</li> </ul>
<b>Initiative and Motivation</b>	<ul style="list-style-type: none"> <li>Commitment to personal continuous professional development.</li> <li>Ability to communicate effectively and concisely</li> <li>Ability to build effective working relationships with students and colleagues.</li> </ul>	
<b>Commitment</b>	<ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices.</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>A good attendance record in current employment, (not including absences due to disability).</li> </ul>	

***\*The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***