Copley Academy

Our Academy is part of Great Academies Education Trust

PERSON SPECIFICATION

Post: **Teaching Assistant Level 2**

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
1. Educational Standard/Qualifications		
• Numeracy / literacy skills to level 2	Essential	Application form and evidence of qualification
• Level 3 qualification or above	Desirable	Application form and evidence of qualification
2. Experience		
• Experience of working with or caring for children of the relevant age	Essential	Application form / Interview
• Experience of supporting teaching	Desirable	Application form / interview
• Experience of assessing pupil development and progression	Desirable	Application form / Interview
• Experience of delivering lessons / presentations	Desirable	Application form / Interview
• Experience of working in a school	Desirable	Application from / Interview
• Experience of administrative systems	Essential	Application form / interview
• Experience of using ICT	Essential	Application form
3. Personal Qualities / Skills		
• Ability to communicate effectively	Essential	Application form /interview
• Attention to detail	Essential	Application form / Interview
• Ability to deliver a lesson with confidence	Essential	Application form / Interview
• Flexibility, creativity and the ability to think on your feet	Essential	Application form / Interview
• Effective time management skills	Essential	Application form / Interview
• Ability to relate well to children	Essential	Application form / Interview
• Ability to work as part of a team	Essential	Application form / interview
• Ability to maintain accurate records	Essential	Application form / interview
• Well organised with the ability to prioritise	Essential	Application form / interview
• Able to maintain confidentiality and to deal sensitively and appropriately with issues which may arise	Essential	Application form / interview

• Ability to build good relationships with pupils and other staff members	Essential	Application from / interview
• Ability to monitor and record student progress	Essential	Application form / Interview

4. Knowledge

• Knowledge of current educational issues	Desirable	Application form / Interview
• Knowledge of classroom roles and responsibilities	Desirable	Application form / interview

5. Commitment and Behaviours

• Commitment to the Academy ethos	Essential	Interview
• Commitment to equal opportunities, inclusion and safeguarding	Essential	Interview

For Information:

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.