**Person Specification**

**Computing & IT Teaching Assistant**

**Method of Assessment\*I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

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| **Education and Professional Qualifications** | **Essential/**  **Desirable** | **Method of Assessment** |
| Strong academic record, including English and Maths GCSE at Grade C or equivalent | E | **Application** |
| NVQ 2 in Teaching Assistant or other relevant qualification | D | **Application** |

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| **Experience and Skills** | **Essential/**  **Desirable** | **Method of Assessment** |
| Experience of providing general technical / resources support eg. preparation of teaching materials, displays etc | **E** | **Application**  **Interview** |
| Recent experience of working with young people ie. voluntary / paid work in schools / youth settings etc | **E** | **Application**  **Interview** |
| Experience working within ICT, Computing or Media editing. | **E** | **Application**  **Interview** |
| Experience of working students with individual needs | **D** | **Application**  **Interview**  **Evidence** |
| Good verbal and written communication skills | **E** | **Application**  **Interview**  **Evidence** |
| Knowledge of relevant policies / codes of practice and awareness of relevant legislation | **D** | **Application**  **Interview** |

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| **Personal Attributes/Qualities** | **Essential/ Desirable** | **Method of Assessment** |
| Ability to relate well to young people and adults | **E** | **Application**  **Interview** |
| Ability to be flexible and supportive to colleagues | **E** | **Application**  **Interview**  **Evidence** |
| Ability to establish, develop and maintain professional working relationship with young people | **D** | **Application**  **Interview** |
| Skills to operate relevant technology eg. computer, media equipment, photocopier | **E** | **Application**  **Interview** |
| Ability to identify own training and development needs and co-operate with means to address these | **E** | **Application**  **Interview** |
| Be personable and set a good example to colleagues and pupils | **E** | **Application**  **Interview** |
| Participate in development and training opportunities | **E** | **Application**  **Interview** |
| Good numeracy and literacy skills | **E** | **Application**  **Interview** |