

**PERSON SPECIFICATION**

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| **JOB TITLE** | Teaching Assistant |
| **DEPARTMENT/SECTION** | Preparatory School |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Method** |
| **QUALIFICATIONS:** |  |  |  |
|  |  |  |  |
| * English and Maths GCSE or equivalent Grade C or above | 🗸 |  | Application |
| * NVQ / Cache Level 3 | 🗸 |  | Application |
| **EXPERIENCE:** |  |  |  |
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| * Previous experience of working in a role as a TA | 🗸 |  | Application/ Interview |
| * Experience of supporting the planning and delivery of the curriculum |  | 🗸 | Application/ Interview |
| **KNOWLEDGE & SKILLS:** |  |  |  |
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| * Understanding of the differing ways in which students learn and factors which may affect progress | 🗸 |  | Application/ Interview |
| * Ability to work in a changing environment and be open to new ideas | 🗸 |  | Application/ Interview |
| * Ability to communicate effectively and build good working relationships with all members of the school community | 🗸 |  | Application/ Interview |
| * Excellent communication skills (orally and written) | 🗸 |  | Application/ Interview |
| * Good attention to detail | 🗸 |  | Application/ Interview |
| * Ability to follow administrative procedures and follow instructions accurately | 🗸 |  | Application/ Interview |
| * Good ICT skills and confidence in using Outlook and Microsoft Office | 🗸 |  | Application |
| **APTITUDES:** |  |  |  |
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| * Commitment to continued professional development | 🗸 |  | Application/ Interview |
| * The ability to listen carefully and work in a positive, open and reflective manner | 🗸 |  | Application/ Interview |
| * Be able to enthuse others and demonstrate a commitment to education and developing young people | 🗸 |  | Application/ Interview |
| * Understand the importance of confidentiality and discretion | 🗸 |  | Application/ Interview |
| * Commitment to safeguarding and the welfare of pupils | 🗸 |  | Application/ Interview |
| * Willingness to be involved in the wider life of the school | 🗸 |  | Application/ Interview |