

**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:**  |   |   |  |
|  |  |  |  |
| * 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:**  |   |   |  |
|  |  |  |  |
| * 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:**  |   |   |  |
|  |  |  |  |
| * 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 |