

# The Community College Bishop's Castle

## Person Specification

**Job Title: Teaching Assistant – Level 2**

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information ( <i>A – Application form</i> <i>I – Interview</i> <i>T – Test</i> <i>P – Presentation</i> )
<p><b>Qualifications</b></p> <p>5 G.C.S.E. or equivalent, including Maths and English</p> <p>Teaching Assistant Induction Training</p> <p>Teaching Assistant NVQ Level 2 or have completed training of a similar standard</p> <p>Level 3 Qualification (A Levels or equivalent)</p> <p>Degree</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	
<p><b>Work or relevant experience</b></p> <p>At least 2 years relevant experience working in an educational setting</p> <p>Some experience of classroom administration support</p> <p>Ability to plan and organise effectively</p>	<p>✓</p>	<p>✓</p> <p>✓</p>	

<b>Skills and Abilities (relevant to post)</b>			
Good communication skills and ability to relate well to children, staff and parents	✓		
Evidence of working well as part of a team	✓		
ICT and the willingness to update skills and undertake further training	✓		
Specialist skills, training or experience e.g. Art, Music, ICT, display etc.		✓	
<b>Personal Qualities</b>			
Ability to bring to the role, initiative, enthusiasm and commitment	✓		
Flexibility and reliability	✓		
Willingness to develop skills with further training	✓		
<b>Special Conditions</b>			
Willingness to undertake a current Enhanced Disclosure and Barring System check	✓		