

PERSON SPECIFICATION

School: The Hill Primary School	Department/Division: Education
LEVEL 1 TEACHING ASSISTANT	

Qualifications/Education/Training:

<u>Essential</u> • Previous experience working with children. • Education to at least secondary school level. • Knowledge and understanding of child development and children's and families' needs. • Good level of written and verbal communication	<u>Desirable</u> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 3
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Organisation

<u>Essential</u> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately.	<u>Desirable</u> • Ability to cope with many roles/ responsibilities. • Understanding of the importance of parental involvement.
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Special skills and interests

<u>Essential</u> • Ability to encourage and enable others to develop their full potential.	<u>Desirable</u> • Specific interests or talents relevant to school life e.g music
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Disposition and attitudes

<u>Essential</u> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters.	<u>Desirable</u> • High levels of self-confidence. • Ability to relate well to other professionals
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Physical attributes and other circumstances

<u>Essential</u> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality.	<u>Desirable</u> • Flexible approach.
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