**Person Specification**

**Teaching Assistant ~ Level 3**

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| **Job Requirements** | **Criteria** | | **Method of Assessment** | | |
|  | **Essential** | **Desirable** | **Application**  **Form** | **Interview** | **References** |
| **Qualifications & Experience** | | | | | |
| * A good standard of education including English & Maths (GCSE/Level 2 at Grade 4/C) | **✔** |  | **✔** |  |  |
| * Further academic qualifications |  | **✔** | **✔** |  |  |
| * Recent participation in relevant professional development | **✔** |  | **✔** | **✔** |  |
| * Experience of working in schools for a minimum of 1 term | **✔** |  | **✔** |  | **✔** |
| * Experience of supervising individuals, groups and classes |  | **✔** | **✔** | **✔** | **✔** |
| * Ability to speak and present in front of large groups of students & staff |  | **✔** | **✔** | **✔** | **✔** |
| * Working with a range of professional agencies and colleagues |  | **✔** | **✔** | **✔** | **✔** |
| **Knowledge of** | | | | | |
| * A working knowledge and experience of dealing with young people | **✔** |  | **✔** | **✔** | **✔** |
| * Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines | **✔** |  | **✔** | **✔** | **✔** |
| * + Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groups | **✔** |  | **✔** | **✔** | **✔** |
| * + Good time management skills | **✔** |  | **✔** | **✔** | **✔** |
| * + Thinking creatively & imaginatively to anticipate and solve problems and identify opportunities |  | **✔** | **✔** | **✔** | **✔** |
| * + Ability to work unsupervised, make decisions and act with initiative | **✔** |  | **✔** | **✔** | **✔** |
| * + A general understanding of Safeguarding and Child Protection issues | **✔** |  | **✔** | **✔** | **✔** |
| * + Working knowledge of Makaton |  | **✔** | **✔** | **✔** | **✔** |
| * + Excellent interpersonal & organisational skills | **✔** |  | **✔** | **✔** | **✔** |
| * + Strong team building skills |  | **✔** | **✔** | **✔** | **✔** |
| * + A caring approach and an ability to handle difficult situations in a sensitive and confidential manner |  | **✔** | **✔** | **✔** | **✔** |
| * + A professional outlook and an excellent telephone manner | **✔** |  | **✔** | **✔** | **✔** |
| * + Excellent health & attendance record | **✔** |  |  | **✔** | **✔** |
| * + Willingness to undertake personal care |  | **✔** | **✔** | **✔** | **✔** |