**Person Specification**

**Teaching Assistant ~ Level 3**

|  |  |  |
| --- | --- | --- |
| **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
 |  | **✔** | **✔** | **✔** | **✔** |