

**FERHAM PRIMARY SCHOOL**

**PERSON SPECIFICATION**

**Post Title:** Level 3 TA

**Grade:** Band E



	Personal Skills Characteristics	Essential	Desirable	Method of Assessment
1.	<u>Experience</u>			
1a	Experience of working in schools		✓	AF/R
1b	Experience of working as part of a team	✓		AF/R
2.	<u>Qualifications and Training</u>			
2a	GCSE passes in English and Maths – Grade C or above (or equivalent)	✓		AF/CQ
2b	Willingness to be involved in training	✓		AF//R
3.	<u>Special Skills and Knowledge</u>			
3a	Ability to identify risks within personal objectives	✓		AF//R
3b	Proven ability to work independently	✓		AF/R
3c	Ability to liaise effectively with parents by letter, 'phone or face to face	✓		AF/R
3d	Ability to liaise effectively with outside agencies	✓		AF/R
3e	Ability to relate positively to often disengaged students	✓		AF//R
4.	<u>Personal Qualities</u>			
4a	Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children.	✓		I/R
4b	A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	✓		AF//R
4c	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓		I
4d	Conscientious, honest and reliable	✓		R
4e	Excellent interpersonal skills including: good negotiating skills perseverance initiative	✓		AF//R

PTO

				Method
--	--	--	--	--------

	Personal Skills Characteristics	Essential	Desirable	of Assessment
4f	Good administrative skills including use of ICT	✓		AF/R
4g	Excellent time management skills	✓		AF/R
4h	Ability to motivate students	✓		AF/I/R
4i	Ability to interpret data and set targets	✓		AF/I/R
5.	<u>Personal Circumstances</u>			
5a	A DBS check at enhanced level	✓		DBS
5b	Exempt from the Rehabilitation of Offenders Act, 1974 (All spent convictions to be declared)	✓		AF
6.	<u>Physical Requirements</u>			
6a	No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments)	✓		I/R
6b	Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		I/R

Key: AF - Application Form                      I - Interview                      R - References  
CQ - Certificate of Qualification              OT - Occupational Test

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.