

# PERSON SPECIFICATION



**William Hulme's Grammar School**  
The best in everyone™  
Part of United Learning

## Level 3 Teaching Assistant (Primary Phase)

Essential Requirement	Desirable Requirement	Method of Assessment
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>■ Educated to A level with a good set of GCSEs including high grades in English and Maths.</li> <li>■ Hold a recognised qualification.</li> <li>■ Level 3 Teaching Assistant qualification or higher.</li> </ul>	<ul style="list-style-type: none"> <li>■ Relevant full-time further and/or higher education qualification</li> <li>■ Be committed to own professional development.</li> </ul>	Application Form Certificates
<b>Experience</b>		
<ul style="list-style-type: none"> <li>■ At least three years' experience in supporting children's learning.</li> <li>■ Confidence to work in a range of settings with pupils of all ages and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>■ Good understanding of key SEN issues eg. code of practice, disability rights.</li> <li>■ Experience of working with children with SEN.</li> </ul>	Application Form Interview References
<b>Knowledge, Training and Skills</b>		
<ul style="list-style-type: none"> <li>■ Organisational ability and attention to detail</li> <li>■ Ability to prioritise tasks when under pressure</li> <li>■ Keyboard skills and computer literacy (Word, Excel, Outlook)</li> <li>■ Child Development</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of Primary curriculum</li> <li>■ Previous use of Arbor/SIMS or similar MIS</li> <li>■ Awareness of Child Protection issues and procedures</li> <li>■ Awareness of data protection and confidentiality procedures</li> </ul>	Application Form Interview References
<b>Teamwork, Personal Competencies and Qualities</b>		
<ul style="list-style-type: none"> <li>■ Ability to work well within a supportive teamwork structure</li> <li>■ Ability to take instruction, but be prepared to take initiative when required</li> <li>■ Have natural authority</li> <li>■ Demonstrate creativity and imagination showing an ability to adapt teaching styles to the needs of pupils</li> <li>■ Proactivity in offering ideas</li> <li>■ Sound verbal and written communication skills</li> <li>■ Resilience</li> <li>■ Confidence to review own performance</li> </ul>	Proven experience in a multi-disciplinary setting.	Interview References

Essential Requirement	Desirable Requirement	Method of Assessment
<ul style="list-style-type: none"> <li>■ Interest in professional development and willingness to attend training courses</li> <li>■ Takes pride in work and has high expectation of self and others</li> </ul>		Interview References

**Date of Issue:** October 2021