



Person Specification

Literacy Support Assistant

| | Essential Criteria | Desirable | How Assessed |
|---------------------------------------|---|--|--|
| Education & Qualifications | <ul style="list-style-type: none"> NVQ 2 for Teaching Assistants or equivalent qualification or experience; A*- C or 9 - 4 grade in G.C.S.E. English and Maths; | <ul style="list-style-type: none"> First Aid Training | Application, Certificates at Interview |
| Knowledge & Experience | <ul style="list-style-type: none"> Working with, or caring for, children of secondary school age; An awareness of children's development and learning; Experience of resources preparation; Familiar with the use of technological equipment e.g. video, photocopier; Understanding of inclusion and how it applies in a school setting. | | Application, Interview and References |
| Skills & Abilities | <ul style="list-style-type: none"> Build and maintain effective relationships with all students & colleagues; Use of ICT to support learning; Work with children at all levels regardless of specific individual need and to identify learning styles as appropriate; Adapt your own approach in accordance with student needs; Promote a positive ethos and be a good role model; Work constructively as part of a team, understanding classroom roles and responsibilities; Continually improve own practice/knowledge through self evaluation and learning from others. | | Interview and References |
| Work Circumstances | <ul style="list-style-type: none"> Work flexibly as the workload demands Occasional out of hours working to support school functions Excellent attendance record (*) | | Interview and References (*Reference only once a conditional job offer made) |