THE MARKET WEIGHTON SCHOOL

PERSON SPECIFICATION

JOB TITLE : TEACHING ASSISTANT LEVEL 2

	Essential	Desirable	How Measured During Recruitment and Selection Progress		
Experience, Knowledge & Qualifications	 Appropriate qualification (such as ELSA) Experience of working with students with Autism Spectrum Disorder or Asperger's Syndrome GCSE Grade C or above in English & Maths or equivalent NVQ level 2 equivalent or above in related area. Experience of working with children Knowledge of behaviour management strategies Knowledge regarding safeguarding practices 	 Previous experience of working within a school environment NVQ level 3 equivalent or above in related area Previous experiencing in similar role Safeguarding training 	Application Form Interview Questions References Qualification Certificates Interview Testing		
Skills & Abilities	 Excellent organisational skills Excellent interpersonal communication skills Excellent problem solving skills and the ability to make decisions using own initiative IT Skills including Word, Excel, Outlook & Databases 	 Knowledge and use of researching skills Experience of handling conflict Flexibility to cover all types of subjects 	Application Form Interview Testing Interview Questions References		
	Competencies				
Manage Self	Core Acts with integrity and honesty at all times Reflects on and enhances own performance Manages workload effectively Communicates effectively Is assertive, not aggressive Presents self well and follows school policies Is organised, prepared and equipped for work	Role Specific Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement Familiar with the school curriculum and understands the main teaching and assessment methods for the students they work with Demonstrates tenacity when making decisions Is able to challenge individuals/decisions appropriately	Application Form Interview Questions References		

Working With People	 Suitable to work with children Treats others with respect Actively seeks & provides support from/to others Displays sensitivity to diverse opinions and contributions Works collaboratively with others Acts as an ambassador for the school 	 Builds and maintains successful relationships with pupils, treats them consistently, with respect and consideration, and are concerned for their development as learners Selects and successfully applies different methods for communicating effectively Coaches and mentors others Monitors the progress and quality of work against standards or expected performance 	Application Form CRB Interview Questions References
Effective Use of Resources	 Follows guidelines and instructions to ensure acting within the school procedures Actively seeks to undertake CPD and takes ownership of own development Uses appropriate new technologies Is conscious of costs and value for money 	 Improves own practice including through observation, evaluation and discussion with colleagues Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc Seeks to share resources with others Promotes the effective use of technologies Freely shares own knowledge and experience with others Encourages the sharing or resources and knowledge in own team and across the school 	Application Form Interview Questions References
Achieving Results	 Contributes to projects Plans own workload to meet agreed deadlines objectives and priorities Takes personal responsibility for own performance Has passion and enthusiasm to deliver beyond expectations Recognises problems and issues as they arise 	 Promotes the successes of the school Manages/contributes to management of projects Identifies monitors and resolves service problems, recommending changes 	Application Form Interview Questions References
Facilitating Change	 Responds positively to change initiatives Accepts change as part of the business process Understands and contributes constructively to change Plans and implements change within own role Takes on new or different tasks willingly 	 Uses positive communication to inspire others of the need to change Understand and uses effective planning techniques Shows commitment to supporting development needs of others Recognises the barriers to change and works to remove these 	Application Form Interview Questions References
Provide Direction		 Acts as a role model to others in terms of behaviour, values and performance Recognises and uses the skills of others and incorporates their ideas in to planning Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks 	Application Form Interview Questions References