

# Person Specification

## Teaching and Learning Support Assistant

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A* - C or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid training.</li> <li>Full clean driving licence</li> <li>Read Write Inc trained</li> <li>NVQ Level 3 or equivalent</li> </ul>
<b>Experience, knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes</li> <li>Experience of working with young people</li> <li>Ability to use the Microsoft Office Suite</li> <li>Prior experience in an early years setting</li> </ul>	<ul style="list-style-type: none"> <li>Ability to bring experiences to the school which enrich and enhance the community</li> <li>Previous experience of having worked in an educational environment</li> <li>Knowledge of government inclusion agenda</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to stay calm under pressure and meet deadlines</li> <li>Ability to be self-directed</li> <li>Ability to work within a team</li> <li>Good organisational skills</li> <li>Confidence to work with a wide range of people and abilities</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the factors which affect the way people learn.</li> <li>Ability to think creatively and contribute new ideas.</li> </ul>
<b>Personal qualities and attributes</b>	<ul style="list-style-type: none"> <li>Commitment to personal continuous professional development</li> <li>Ability to communicate effectively and concisely</li> <li>Ability to build effective working relationships with students and colleagues</li> </ul>	
<b>Commitment To</b>	<ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices.</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>A good attendance record in current employment, (not including absences due to disability).</li> </ul>	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.**