

PERSON SPECIFICATION

School: The Hill Primary School	Department/Division: Education
LEVEL 1 TEACHING ASSISTANT	

Qualifications/Education/Training:

<u>Essential</u> <ul style="list-style-type: none">• Previous experience working with children.• Education to at least secondary school level.• Knowledge and understanding of child development and children's and families' needs.• Good level of written and verbal communication	<u>Desirable</u> <ul style="list-style-type: none">• Previous experience working in a school setting.• Relevant qualification with regard to working with children, such as NVQ 3
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Organisation

<u>Essential</u> <ul style="list-style-type: none">• Ability to plan and organise.• Ability to recognise and identify problems.• Ability to record and pass on information accurately.	<u>Desirable</u> <ul style="list-style-type: none">• Ability to cope with many roles/ responsibilities.• Understanding of the importance of parental involvement.
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Special skills and interests

<u>Essential</u> <ul style="list-style-type: none">• Ability to encourage and enable others to develop their full potential.	<u>Desirable</u> <ul style="list-style-type: none">• Specific interests or talents relevant to school life e.g music
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Disposition and attitudes

<u>Essential</u> <ul style="list-style-type: none">• Ability to build relationships and to lead and work as part of a team.• A friendly, helpful, caring and flexible approach.• Open-mindedness and patience.• A commitment to equal opportunities.• Ability to maintain confidentiality in all school matters.	<u>Desirable</u> <ul style="list-style-type: none">• High levels of self-confidence.• Ability to relate well to other professionals
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Physical attributes and other circumstances

<u>Essential</u> <ul style="list-style-type: none">• Ability to physically fulfil the responsibilities of the post.• Willingness and ability to attend appropriate meetings and training.• Reasonable personal presentation.• Excellent punctuality.	<u>Desirable</u> <ul style="list-style-type: none">• Flexible approach.
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