



TEACHING ASSISTANT – LEVEL 2

PERSON SPECIFICATION

| QUALIFICATIONS | | E | D | Source |
|--|--|--|----------|---------------|
| ▪ GCSE A*-C (or equivalent) in English and Maths | | ✓ | | A/I |
| ▪ 5 GCSEs A*-C (or equivalent) | | | ✓ | A/T |
| EXPERIENCE | | | | |
| ▪ Previous experience in a similar role, working with or caring for children of a relevant age | | ✓ | | |
| ▪ Previous experience within a Local Authority/School/similar establishment | | | ✓ | A/R |
| ▪ Previous experience of delivering structured learning activities/teaching programmes | | | ✓ | A/I |
| KNOWLEDGE/ABILITIES | | | | |
| ▪ Knowledge of education and Local Authority organisations | | ✓ | | I |
| ▪ Ability to organise own workload and priorities | | ✓ | | A/I/T |
| ▪ ICT literate to NVQ Level 2, or evidence of the equivalent QCF credit value, or equivalent | | ✓ | | A/I/R |
| ▪ Ability to communicate well with a diverse range of people in a professional manner | | ✓ | | A/I |
| ▪ Ability to work under pressure and remain calm | | ✓ | | A/I/T |
| ▪ Basic knowledge of the implementation of IEP/IBP | | ✓ | | A/I |
| SKILLS | | | | |
| ▪ Can demonstrate use of tact and diplomacy | | ✓ | | A/I/T |
| ▪ Customer awareness | | ✓ | | A/I |
| ▪ Effective communicator both verbal and written | | ✓ | | A/I |
| ▪ Accuracy and attention to detail | | ✓ | | A/I/T |
| OTHER QUALITIES | | | | |
| ▪ Ability to work with minimum direction and supervision | | ✓ | | A/I/R |
| ▪ Ability to work well as part of a team in order to build good relationships | | ✓ | | A/I/R |
| ▪ Flexible approach to meet needs of role | | ✓ | | A/I/R |
| ▪ Reliable and punctual | | ✓ | | A/I/R |
| ▪ Approachable and friendly manner | | ✓ | | A/I/R |
| ▪ Confidentiality | | ✓ | | A/I/R |
| ▪ Initiative | | ✓ | | A/I/T |
| ▪ Can support Christian ethos of the school and Mission Statement | | ✓ | | A/I |
| KEY | | A = Application I = Interview Process R = References T = Test | | |