**THE HAMLET : POST 19 PROVISION**

**PERSON SPECIFICATION - TEACHING ASSISTANT LEVEL 3**

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|  | **Essential** | **Desirable** |
| Commitment to the principles of Excellence Relevance and Access. | **\*** |  |
| **Experience**  Recent experience of working with 16+ students / trainees | **\*** |  |
| **Qualifications/Training**  NVQ 3 for Teaching Assistants, or evidence of the equivalent QCF credit value, or equivalent qualifications or experience | **\*** |  |
| Training in the relevant strategies |  | **\*** |
| GCSE (or equivalent) in Maths and English |  | **\*** |
| Basic First Aid Training/Training in specific medical problems |  | **\*** |
| Hold a valid driving license or have the ability to demonstrate efficient use of own or public transport to travel as required. | \* |  |
| **Knowledge/Skills**  Good numeracy and literacy skills | **\*** |  |
| Experience of working in hospitality & catering | \* |  |
| Use of relevant equipment/resources – video, photocopier | \* |  |
| General understanding of the basic programmes/strategies/ resources |  | \* |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation |  | \* |
| Excellent communication skills with trainees / colleagues / community | \* |  |
| Experience of working with/within the community |  | \* |
| Work constructively as part of a team, understanding roles and responsibilities and your own position within these | \* |  |