

**Teaching Assistant (L2) - Person Specification**

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| **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge and experience** | Teaching Assistant Level 2 Qualification or willingness to work towards | √ |  | A & I |
| Good standard of literacy and numeracy (Level 2 or equivalent standard) | √ |  | A  |
| Good working knowledge of the KS3/KS4 national curriculum | √ |  | A & I |
| Demonstrable Experience as a Teaching Assistant including:* Working with individuals or groups of students to deliver pre-planned learning interventions e.g. Phonics, reading etc
* Supporting the social, emotional, communication and physical needs of students
 | √ |  | A & I |
| Good level of ICT skills  | √ |  | A |
| First Aid Qualification |  | √ | A  |
| Working knowledge of special educational needs i.e. ADHD, Autism, Dyslexia etc |  | √ | A & I |
| **Personal and interpersonal**  | **Supporting & Co-operating - Working with People**Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | √ |  | I |
| **Supporting & Co-operating - Adhering to Principles and Values**Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment | √ |  |  I  |
| **Interacting & Presenting - Relating and Networking**Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others | √ |  | I |
| **Interacting & Presenting - Presenting and Communicating Information**Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility | √ |  | I |
| **Organising & Executing - Following Instructions and Procedures**Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role | √ |  | I |
| **Adapting & Coping** - **Adapting and Responding to change**Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task