

Teaching Assistant (L2) - Person Specification

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 pupils to deliver pre-planned learning interventions e.g. Phonics - Supporting the social, emotional, communication and physical needs of pupils	√		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 (<i>to be completed by preferred candidate following interview</i>).	√		C
	Willingness to undertake safeguarding training when required.	√		I

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