

## Teaching Assistant Level 2 - 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: <ul style="list-style-type: none"> <li>Working with individuals or groups of pupils to deliver pre-planned learning interventions e.g. Phonics</li> <li>Supporting the social, emotional, communication and physical needs of pupils</li> </ul>	✓		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	<b>Supporting &amp; Co-operating - Working with People</b> 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
	<b>Supporting &amp; Co-operating - Adhering to Principles and Values</b> 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
	<b>Interacting &amp; Presenting - Relating and Networking</b> 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
	<b>Interacting &amp; Presenting - Presenting and Communicating Information</b> 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
	<b>Organising &amp; Executing - Following Instructions and Procedures</b> 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
	<b>Adapting &amp; Coping - Adapting and Responding to change</b> 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