



## Apprentice Teaching Assistant - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	A good standard of education with literacy and numeracy at level 2 (or equivalent) or the willingness to work towards achieving functional skills level 2 within the lifespan of the apprenticeship	✓		A & C
	Willingness to work towards a Teaching Assistant Level 3 Apprenticeship Standard	✓		A & I
	High standard of written and oral communication	✓		A
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A
	Basic knowledge of child development and willingness to build on this		✓	A
	A knowledge of, and commitment to, equality and diversity in school and workplace	✓		A
	Experience of working with or caring for children of relative age in a supportive capacity		✓	A & I
Personal and interpersonal	<b>Supporting &amp; Cooperating – Working with people</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	<b>Organising &amp; Executing – Following instructions &amp; 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 and Coping – Adapting &amp; 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
	<b>Interacting &amp; Presenting – Persuading &amp; Influencing</b> Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Manages conflict well;	✓		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