Archbishop Temple
Church of England High School

Person Specification for
Teaching Assistant Level 3

SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
Qualifications and experience			
Experience of working in a comparable role.	X		Application Form / Interview / Reference
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics, or equivalent work experience of at least 2 years.	X		Application Form
Experience of working in a relevant classroom/service environment	X		Application Form / Interview
Experience of supporting pupils with challenging behaviour	X		Application Form / Interview
Experience of working and collaborating within a team	X		Application Form / Interview
Proven track record of working independently and being self-motivated	X		Application Form / Interview / Reference
Knowledge and skills			
Ability to relate well to children	X		Application Form / Interview
Ability to supervise and assist pupils	X		Application Form / Interview / Reference
Ability to plan and deliver work programmes	X		Application Form / Interview / Reference
Excellent communication, interpersonal and organisational skills	X		Application Form / Interview / Reference
Knowledge of classroom roles and responsibilities	X		Application Form / Interview
Ability to use IT packages including word processing, spreadsheets and other school software.	X		Application Form / Interview
Knowledge of strategies, for example numeracy and literacy	X		Application Form / Interview

Personal characteristics			
An interest in practical learning and in encouraging pupils' curiosity, independence and confidence		X	Application Form / Interview / Reference
Reliable, flexible and conscientious, with a proactive approach to supporting teaching and learning.	X		Application Form / Interview / Reference
Ability to work flexibly and respond to the operational needs of the school.	X		Application Form / Interview / Reference
Reacts positively to challenges	X		Application Form / Interview / Reference
Is committed to safeguarding the welfare of pupils and staff	X		Application Form / Interview / Reference
Commitment to the school's Christian vision and values of Faith, Nurture and Service, and to helping every pupil flourish.	X		Application Form / Interview
Desire to work in an educational environment	X		Application Form / Interview
Commitment to attendance and punctuality at work	X		Application Form / Interview / Reference