# Person Specification Form

**Post Title - Teaching Assistant - Level 2**

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| ***Personal Attributes required******(on the basis of the job description)*** | **Essential (E)****or****Desirable (D)** | **To be identified by:****(e.g. application form, interview, reference, test, observation etc)** |
| ***Qualifications*** |  |  |
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| *NVQ level 2 or above qualification –appropriate to the post (or equivalent)**Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy* | DD | AA |
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| ***Experience*** |  |  |
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| *Experience of working with or caring for children of relevant age**Experience of working in a similar classroom/service environment**Experience of Administrative work**Experience of supporting pupils with challenging behaviour* | EDDD | A/I/RA/I/RAA/I/R |
|  |  |  |
| ***Knowledge/skills/abilities*** |  |  |
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| *Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard* | E | A/O |
| *Ability to relate well to children* | E | A/I/R/O |
| *Ability to work as part of a team* | E | I/R |
| *Good communication skills relevant to target audience* | E | I/R/O |
| *Ability to supervise and assist pupils**Time management skills**Organisational skills**Knowledge of classroom roles and responsibilities**Knowledge of the concept of confidentiality**First Aid Certificate**Administrative skills**Good numeracy and literacy skills**Ability to make effective use of ICT* *Flexible attitude to work* | EDDDEDDEDE | A/RRRA/I/RA/I/RAAA/RA/RA/I/R |
| ***Other*** |  |  |
|  |  |  |
| *Commitment to undertake in –service development**Commitment to safeguarding and protecting the welfare of children and young people**Commitment to equality and diversity**Commitment to health and safety**Commitment to sustaining regular attendance at work* | EEEEE | A/RA/I/RA/I/RA/I/RR |
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