# 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*** |  |  |
|  |  |  |
| *NVQ level 2 or above qualification –appropriate to the post (or equivalent)*  *Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy* | D  D | A  A |
|  |  |  |
| ***Experience*** |  |  |
|  |  |  |
| *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* | E  D  D  D | A/I/R  A/I/R  A  A/I/R |
|  |  |  |
| ***Knowledge/skills/abilities*** |  |  |
|  |  |  |
| *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* | E  D  D  D  E  D  D  E  D  E | A/R  R  R  A/I/R  A/I/R  A  A  A/R  A/R  A/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* | E  E  E  E  E | A/R  A/I/R  A/I/R  A/I/R  R |
|  |  |
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