



PERSON SPECIFICATION

JOB TITLE: Teaching Assistant C

GRADE:

PREPARED BY:

DEPARTMENT: Education

POST NO:

DATE: 14 May 2014

E = ESSENTIAL		SOURCE OF EVIDENCE - APPLICATION = A
D = DESIRABLE		INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	W =
E	Basic experience working with or caring for children in group setting of relevant school age.	A/I
D	Record keeping and administrative experience.	A/I
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =
E	Basic first aid.	A/I
E	Office equipment / IT equipment.	A/I
D	Child development.	A/I
		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =
E	Basic ICT skills.	A/I
		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =
E	English and Maths GCSE Grade C or above or equivalent.	A
D	First Aid Certificate	A/I
D	Knowledge of non-verbal communication methods	A/I
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =
E	Good relationship with pupils – acting as a role model.	A/I
E	Good team player.	A/I
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =
E	Good mobility in order to play with children during school day and break times.	
	CONTRA INDICATIONS, if any	W =
		A/I