

## PERSON SPECIFICATION

**JOB TITLE:** Teaching Assistant B  
**GRADE:**  
**PREPARED BY:**

**DEPARTMENT:** Education  
**POST NO:**  
**DATE:** 14 May 2014

| <b>E = ESSENTIAL</b><br><b>D = DESIRABLE</b> |   | <b>SOURCE OF EVIDENCE - APPLICATION = A</b><br><b>TEST = T</b><br><b>INTERVIEW = I</b> |              |
|--|---|--|--------------|
|  | <b>1. EXPERIENCE, direct work experience, other relevant experience.</b>                | <b>W =</b>   |              |
| <b>E</b>                                     | A range of experience working in a school environment.                                  |  | <b>A/I</b>   |
| <b>E</b>                                     | Clerical / Administrative duties.   |  | <b>A/I</b>   |
|  |   |  | <b>A/I</b>   |
|  | <b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>                  | <b>W =</b>   |              |
| <b>E</b>                                     | Policies and practices of schools.  |  | <b>A/I/T</b> |
| <b>E</b>                                     | Understanding of National Curriculum.   |  | <b>A/I/T</b> |
| <b>E</b>                                     | Basic understanding of child development.   |  | <b>A/I</b>   |
|  |   |  | <b>A/I</b>   |
|  | <b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>  | <b>W =</b>   |              |
| <b>E</b>                                     | ICT Technology.   |  | <b>A/I</b>   |
|  |   |  | <b>A/I</b>   |
|  | <b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b> | <b>W =</b>   |              |
| <b>E</b>                                     | NVQ Level 2 or equivalent.  |  | <b>A/I</b>   |
| <b>E</b>                                     | First Aid Certificate or equivalent.  |  | <b>A/I</b>   |
| <b>E</b>                                     | National Strategy Training.   |  | <b>A/I</b>   |
| <b>D</b>                                     | English and Maths GCSE Grade C or above or equivalent.                                  |  | <b>A/I</b>   |
|  |   |  |              |
|  | <b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>       | <b>W =</b>   |              |
| <b>E</b>                                     | Good relationship with pupils – acting as a role model.                                 |  | <b>A/I</b>   |
| <b>E</b>                                     | Good team player.   |  | <b>A/I</b>   |
|  |   |  | <b>A/I</b>   |
|  | <b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>             | <b>W =</b>   | <b>A/I</b>   |
|  |   |  |              |
|  | <b>CONTRA INDICATIONS, if any</b>   | <b>W =</b>   |              |
|  |   |  | <b>A/I</b>   |