

LEVEL 1 TEACHING ASSISTANT ~ PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE
SAFEGUARDING		
Ability to safeguard and promote the welfare of children and young people, has a good understanding of the safeguarding agenda and can show a personal commitment to safeguarding.	E	Application letter/ Reference/Interview
EXPERIENCE		
The ability and willingness to adapt to the needs of a situation and change tactics if necessary.	E	Application letter/ Interview
Proven understanding of how to drive students in clear directions to enthuse and motivate.	E	Application letter/ Reference/Interview
The drive and ability to support students in their learning and to help them become confident and independent learners.	E	Application letter/ Interview
The ability to work with others to achieve shared goals.	E	Application letter/ Reference/Interview
A minimum of two years working with young people with Special Educational Needs	D	Application letter/ Reference/Interview
To use feedback from all levels of the school to help improve the way you manage your role.	E	Application letter/ Interview
Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance.	E	Application letter/ Interview
Knowledge of SIMS	D	Application letter/ Interview
QUALIFICATIONS		
To have the necessary knowledge and skills to support students to GCSE level of study. This could include GCSE (or equivalent) Grade C/4 or above in English and maths	E	Application/ Certificates
Degree qualification	D	Application/ Certificates
To demonstrate the ability to communicate fluently and competently in speaking Urdu to support students to GCSE level of study.	E	Application/ Certificates
A relevant NVQ qualification	D	Application/ Certificates
SKILLS / APTITUDE		
Articulate with excellent verbal communication skills	E	Interview
Numerate	E	Interview
Good interpersonal skills	E	Interview
Sensitive to the needs of staff, students and parents	E	Reference/Interview
Outstanding organisational skills	E	Reference/Interview
Good knowledge of National Curriculum planning and assessment requirements	E	Reference/Interview

Familiarity with public examination procedures in relation to SEN	D	Reference/Interview
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Good timekeeping	E	Interview
Flexibility	E	Interview