

## Person Specification

Skills and Knowledge			Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	<b>A</b> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	<b>I</b> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	<b>T</b> Testing <b>R</b> Reference
<b>Qualifications</b>	NVQ2 for Teaching Assistants or equivalent experience		X	<b>A</b>
<b>Skills / Experience</b>	Experience of working with children in an educational / care setting		X	<b>A</b>
Competencies			Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	<b>A</b> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	<b>I</b> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	<b>T</b> Testing <b>R</b> Reference
<b>Planning and organising work</b>	Work to established routines		X	<b>I</b>
<b>Influencing and interpersonal skills</b>	Encourage appropriate behaviour		X	<b>I</b>
	Interact with pupils, parents, colleagues; exchanging factual information		X	<b>I</b>
<b>Using initiative</b>	Deal with day-to-day incidents		X	<b>I</b>
<b>Working independently</b>	Handle routine problems without recourse to senior manager where appropriate		X	<b>I</b>

<b>Managing people</b>	Work co-operatively in a team environment		X		I
<b>Managing resources</b>	Use and safekeeping of equipment		X		I
	Maintain records		X		I
<b>Managing risk</b>	Awareness of school policy and procedures in relation to child protection, health and safety etc.		X		I
<b>Managing oneself</b>	Awareness of opportunities for development		X		I