

PERSON SPECIFICATION

PE Teaching Assistant

Qualifications

- GCSE 4 or above in English (essential)
- GCSE 4 or above in Maths (highly desirable)
- First Aid certificate or willingness to undertake training (essential)
- Other PE related qualifications or willingness to undertake training (essential)

Previous Work Experience

- Interest in sport related activities (essential)
- Experience of working with young people (desirable)
- Healthy and safety issues relating to equipment, materials and activities (desirable)
- Administration experience (desirable)
- Work as part of a team (essential)
- Prioritising actions/time management (essential)
- Experience in organising events (desirable)

Professional Knowledge Skills & Experience

- Working with different groups of clients, eg. students, parents, teachers, external agencies (essential)
- ICT literate (essential)

People Management Skills

- Good listener (essential)
- Good communicator (essential)
- Confidence to act on judgement (essential)

Other Personal Qualities

- Able to remain calm and work accurately under pressure (essential)
- Attention to detail (essential)
- Able to prioritise and meet deadlines (essential)
- Enjoys working with young people (essential)
- Able to maintain confidentiality (essential)
- Able to work independently and be proactive (essential)