

**Person Specification for Level 2 Teaching Assistant at Green Gates Primary School**

Attributes	Essential	Desirable	Evidence
<p><b>Education, Qualifications &amp; Experience</b></p>	<p>Hold relevant qualifications at a level equivalent to at least NVQ Level 2.</p> <p>Good Maths and English skills.</p> <p>Willingness to participate in other development and training opportunities.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p>	<p>Evidence of specialism in specific curriculum areas.</p> <p>A minimum of a year's experience of working with children, preferably in an education setting.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<p><b>Knowledge, Skills &amp; Understanding</b></p>	<p>To be able to maintain effective record keeping</p> <p>Ability to supervise groups of students</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so</p> <p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p>	<p>Ability to liaise with other agencies and parents.</p> <p>Understanding of First Aid procedures.</p> <p>Evidence of extra curricular activities that could be translated into school.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>Good organisational and time management skills.</p> <p>Ability to deal with sensitive information in a confidential manner.</p>		
<b>Personal Attributes</b>	<p>Professional appearance and manner.</p> <p>Excellent interpersonal skills and organisational skills.</p> <p>Good attendance record.</p> <p>Self-motivated and passionate about improving the outcomes for children.</p> <p>Adaptability.</p> <p>Ability and willingness to work constructively as part of a team.</p> <p>Ability to work calmly and with patience.</p> <p>To build positive relationships with both student and parents.</p> <p>Empathy with young people facing barriers to their learning.</p> <p>Emotionally literate.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>