

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant C

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL		SOURCE OF EVIDENCE - APPLICATION = A	
D = DESIRABLE		TEST = T	
		INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Basic experience working with or caring for children in group setting of relevant school age.		A/I
D	Record keeping and administrative experience.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Basic first aid.		A/I/T
E	Office equipment / IT equipment.		A/I/T
D	Child development.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Basic ICT skills.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
D	English and Maths GCSE Grade C or above or equivalent.		D
D	First Aid Certificate		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Good relationship with pupils – acting as a role model.		A/I
E	Good team player.		A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I