

## PERSON SPECIFICATION

**JOB TITLE:** Teaching Assistant C  
**GRADE:** HAY GRADE 3  
**PREPARED BY:** IWC

**DEPARTMENT:** Education  
**POST NO:**  
**DATE:** 14 May 2014

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