

## Person Specification Form

### Post Title – Apprentice Teaching Assistant – Level TA2A

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, references etc)
<p><b>Qualifications</b></p> <p>Ability to achieve Maths and English GCSE A-C/4 or above or equivalent</p>	E	AF/Initial assessment
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	D  D D D	AF/ IV  AF/ IV AF/IV AF/IV
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>Administrative skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	E E E E D D D E D D E	AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs AF/IV/ Refs
<p><b>Other</b></p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Willingness to be involved in after school activities</p>	E  E  D	AF/IV/ Refs  AF/IV/ Refs  AF/IV/ Refs
<p><b>Special Requirements</b></p>		