

# PERSON SPECIFICATION

**JOB TITLE:** Teaching Assistant  
**GRADE:**  
**PREPARED BY:**

**DEPARTMENT:** Education  
**POST NO:**  
**DATE:** 17.09.24

<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>W =</b>	
<b>E</b>	Previous experience in working with children.		<b>A/I</b>
<b>E</b>	Ability to play with children and develop their social skills.		<b>A/I</b>
<b>E</b>	Ability to work on own initiative.		<b>I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
<b>E</b>	Ability to relate well with children.		<b>A/I</b>
<b>E</b>	Understand the need to supervise children.		<b>A/I</b>
<b>D</b>	Ability to complete paperwork.		<b>A</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
<b>E</b>	Receptive to ideas and suggestions of others.		<b>A/I</b>
<b>E</b>	Accept constructive criticism of own ideas.		<b>A/I</b>
<b>E</b>	Willing to undertake training.		<b>A/I</b>
<b>E</b>	Promote positive behaviour of pupils.		<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =</b>	
<b>D</b>	First Aid, essential to be trained.		<b>D</b>
<b>E</b>	GCSE Maths & English Level 4 or above (grade C or above)		<b>A/I</b>
			<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
<b>E</b>	Good communication skills.		<b>A/I</b>
<b>E</b>	Team player and enthusiastic to develop.		<b>A/I</b>
			<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>	<b>A/I</b>
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>	
<b>D</b>	A positive attitude towards the involvement of the children within the school.		<b>A/I</b>
			<b>A/I</b>