



PERSON SPECIFICATION

Role: **TEACHING ASSISTANT**

	ESSENTIAL These are qualities which are required to do this job. No applicant would be considered if they did not have these	DESIRABLE These are additional qualities, which may be useful when the panel is selecting the final shortlist	METHOD OF ASSESSMENT
Qualifications	Minimum Level 2 NVQ or 3 equivalent		Certificates
	First Aid qualification or the willingness to obtain this		Certificates
		Paediatric First Aid qualification or the willingness to obtain this	Certificates
Experience	Experience of working with young children		Application form References
		Experience of general administration	Application form References
Skills	Good interpersonal skills		Interview
	Computer literacy		Interview
	Ability to use initiative		References
	Good written and numerical skills		Application Form Interview
Knowledge	Of working in a school environment and the curriculum		Application Form Interview

		Experience of working with pupil management systems (e.g. SIMS)	Application Form Interview
Personal competencies and qualities	Enjoyment of working with children		Interview References
	The ability to develop positive relationships with young people		Interview References
	High levels of honesty and integrity		Interview References
	The ability to take personal responsibility, a readiness to reflect and self evaluate and the ability to change, improve and develop		Interview References

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before they start work at the school as well as taking up references before interview.