

PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: teaching Assistant Service: Education- Foundation Programme	Post No: Section: Training and Education	Hoople Band: B Location: Auxilium Building
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	• Proven experience as a teaching assistant. • Experience in working with people with learning needs. • Ability to adhere to regulations and standards. • Outstanding communication and interpersonal skills. • Excellent organisational and problem – solving ability. • Respect to diversity. • Ability to inspire and motivate. • Producing learning resources. • Supporting learners through assessment process. • Supporting learners who require motivational and emotional support.	AF I S P
Skills and Abilities Including personal attributes	• Providing training, guidance and support to others. • Self-motivated and pro-active. Able to work independently or part of a team to deliver agreed objectives. • Good interpersonal skills with the ability to influence and work effectively with learners and colleagues. • Excellent IT skills. Proficient in the use of MS office applications. • Excellent presentation skills; able to motivate and convey information effectively to learners, colleagues and employers. • Able to establish good collaborative relationships and networks within and outside the training centre. • Manage own workload, prioritising effectively to meet agreed objectives. • Able to meet deadlines, work flexibly and calmly • Excellent communication skills.	AF I S P

Qualifications and Training including professional qualifications	• Education to GCSE or equivalent standard; must include Maths and English (Minimum Grade C/4). • Level 2 certificate in Supporting Teaching and learning in Schools (STLS) or be willing to work towards this qualification.		AF
Other Factors e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.	• A commitment to equal opportunities, anti-discriminatory policies and practice. • A commitment to maintain high customer care standards. • Be willing and able to travel freely around the county. • Willing to undertake required activities outside of the classroom to promote learners well-being.		I S
Manager Signature:			Date:
Manager Name:	Sharon Hempton-Smith	Job Title:	Senior Manager Quality and Compliance

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed