

Person Specification

Job Title	Graduate Teaching Assistant	Job Holder	
Author	Jo Evans	Date Created	
Date Reviewed		Next Review Date	
Level		SCP	

Key: E (Essential) D (Desirable) A (Application Form) I (Interview)

	Qualifications	E	D	A	I
1	Degree or equivalent	✓		✓	✓

	Professional Knowledge and Understanding, Skills and Attributes	E	D	A	I
4	Experience of working with Primary age children		✓	✓	✓
5	Evidence of an ability to create an exciting and well organized learning environment	✓		✓	✓
6	High standards and expectations of self and children	✓			✓
7	Evidence of good planning and the use of formative assessment	✓		✓	✓
9	The ability to work as part of a team	✓		✓	✓
10	The ability to prioritise own time, work under pressure and to set and meet deadlines with a sense of balance and perspective	✓		✓	✓
11	Effective administrative and organizational skills	✓		✓	✓
12	An excellent knowledge of ICT for teaching and administration	✓		✓	✓
13	An understanding of the implications of equal opportunities and inclusion issues and an understanding of safeguarding	✓			✓
14	An understanding of appropriate strategies for managing pupil's behaviour	✓			✓
16	Enhanced DBS check	✓			✓

	Personal Skills and Attributes	E	D	A	I
17	Self-reflection – the ability to recognise areas to develop, seek advice and act on it in order to improve	✓			✓
18	Solution focused skills – the ability to investigate, solve problems and make decisions	✓		✓	✓
19	Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of all others, including colleagues and parents	✓		✓	✓
20	Ability to initiate and develop new ideas	✓		✓	✓
21	Personal impact, self-confidence and presence	✓			✓
22	Energy, determination and perseverance	✓		✓	✓
24	Reliability and integrity	✓			✓
25.	Ability to process personal and sensitive data in line with the General Data Protection regulations (GDPR) 2018.	✓			✓