

**RANGE HIGH SCHOOL**

**PERSON SPECIFICATION PROFORMA – TEACHING ASSISTANT LEVEL 1**

<b>Personal Attributes Required</b>	<b>Essential (E) or Desirable (D)</b>	<b>Stage Identified</b>
<b><u>QUALIFICATIONS/TRAINING</u></b>		
<ul style="list-style-type: none"> <li>• Teaching Assistant NVQ Level 1 or 2 years relevant experience</li> </ul>	E	A
<ul style="list-style-type: none"> <li>• Willingness to undertake further qualifications</li> </ul>	D	A
<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training</li> </ul>	E	I
<b><u>EXPERIENCE</u></b>		
<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>	D	A
<ul style="list-style-type: none"> <li>• Experience of working with children of secondary age</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Experience of working with children with special educational needs</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Ability to communicate effectively orally and in writing</li> </ul>	E	A/I
<b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Computer literate</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to work using initiative</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to work as part of an effective team</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Ability to be flexible</li> </ul>	E	A/I
<b><u>SPECIAL REQUIREMENTS</u></b>		
<ul style="list-style-type: none"> <li>• Commitment to working in partnership with staff, students, parents, governors and the wider community</li> </ul>	E	I
<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> </ul>	E	I

A = Application Form

I = Interview

**Created by :** Mr A Pritchard, Resources Director

**Date:** July 2018