

THE MARKET WEIGHTON SCHOOL

PERSON SPECIFICATION

JOB TITLE : TEACHING ASSISTANT LEVEL 2

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience, Knowledge & Qualifications	<ul style="list-style-type: none"> □ Appropriate qualification (such as ELSA) □ Experience of working with students with Autism Spectrum Disorder or Asperger’s Syndrome □ GCSE Grade C or above in English & Maths or equivalent □ NVQ level 2 equivalent or above in related area. □ Experience of working with children □ Knowledge of behaviour management strategies □ Knowledge of learning strategies □ Knowledge regarding safeguarding practices 	<ul style="list-style-type: none"> □ Previous experience of working within a school environment □ NVQ level 3 equivalent or above in related area □ Previous experiencing in similar role □ Safeguarding training 	Application Form Interview Questions References Qualification Certificates Interview Testing
Skills & Abilities	<ul style="list-style-type: none"> □ Excellent organisational skills □ Excellent interpersonal communication skills □ Excellent problem solving skills and the ability to make decisions using own initiative □ IT Skills including Word, Excel, Outlook & Databases 	<ul style="list-style-type: none"> □ Knowledge and use of researching skills □ Experience of handling conflict □ Flexibility to cover all types of subjects 	Application Form Interview Testing Interview Questions References
Competencies			
	Core	Role Specific	
Manage Self	<ul style="list-style-type: none"> □ Acts with integrity and honesty at all times □ Reflects on and enhances own performance □ Manages workload effectively □ Communicates effectively □ Is assertive, not aggressive □ Presents self well and follows school policies □ Is organised, prepared and equipped for work 	<ul style="list-style-type: none"> □ Demonstrates and promotes the positive values, attitudes and behaviour they expect from the students □ Has high expectations of all students, respecting their personal backgrounds and committed to raising their educational achievement □ Familiar with the school curriculum and understands the main teaching and assessment methods for the students they work with □ Demonstrates tenacity when making decisions □ Is able to challenge individuals/decisions appropriately 	Application Form Interview Questions References

Working With People	<ul style="list-style-type: none"> □ Suitable to work with children □ Treats others with respect □ Actively seeks & provides support from/to others □ Displays sensitivity to diverse opinions and contributions □ Works collaboratively with others □ Acts as an ambassador for the school 	<ul style="list-style-type: none"> □ Builds and maintains successful relationships with pupils, treats them consistently, with respect and consideration, and are concerned for their development as learners □ Selects and successfully applies different methods for communicating effectively □ Coaches and mentors others □ Monitors the progress and quality of work against standards or expected performance 	Application Form CRB Interview Questions References
Effective Use of Resources	<ul style="list-style-type: none"> □ Follows guidelines and instructions to ensure acting within the school procedures □ Actively seeks to undertake CPD and takes ownership of own development □ Uses appropriate new technologies □ Is conscious of costs and value for money 	<ul style="list-style-type: none"> □ Improves own practice including through observation, evaluation and discussion with colleagues □ Uses ICT as appropriate to their role e.g. to advance students' learning, to record data as needed, etc □ Seeks to share resources with others □ Promotes the effective use of technologies □ Freely shares own knowledge and experience with others □ Encourages the sharing of resources and knowledge in own team and across the school 	Application Form Interview Questions References
Achieving Results	<ul style="list-style-type: none"> □ Contributes to projects □ Plans own workload to meet agreed deadlines objectives and priorities □ Takes personal responsibility for own performance □ Has passion and enthusiasm to deliver beyond expectations □ Recognises problems and issues as they arise 	<ul style="list-style-type: none"> □ Promotes the successes of the school □ Manages/contributes to management of projects □ Identifies monitors and resolves service problems, recommending changes 	Application Form Interview Questions References
Facilitating Change	<ul style="list-style-type: none"> □ Responds positively to change initiatives □ Accepts change as part of the business process □ Understands and contributes constructively to change □ Plans and implements change within own role □ Takes on new or different tasks willingly 	<ul style="list-style-type: none"> □ Uses positive communication to inspire others of the need to change □ Understand and uses effective planning techniques □ Shows commitment to supporting development needs of others □ Recognises the barriers to change and works to remove these 	Application Form Interview Questions References
Provide Direction		<ul style="list-style-type: none"> □ Acts as a role model to others in terms of behaviour, values and performance □ Recognises and uses the skills of others and incorporates their ideas in to planning □ Sets clear boundaries for colleagues and self, ensuring compliance with legal and ethical frameworks 	Application Form Interview Questions References