



George Spicer Primary School Person Specification

Post Title: Graduate Teaching Assistant: Scale 4

Hours: 35 hours per week for 39 weeks per annum

| | Essential | Desirable |
|--|------------------|------------------|
| Qualifications | | |
| First or second class degree | ✓ | |
| GCSE Maths and English (grade A-C) or equivalent | ✓ | |
| Skills and Abilities | | |
| Proven skills and abilities of being able to work as part of a team | ✓ | |
| Proven skills and abilities of working on your own initiative | ✓ | |
| Proven skills and abilities of working with children | | ✓ |
| Professional Knowledge and Understanding | | |
| Have a clear understanding of how to provide effective support to pupils in a range of contexts | ✓ | |
| Understand how to maintain a safe environment for all children | ✓ | |
| Professional Skills and Abilities | | |
| Ability to communicate effectively both verbally and in writing | ✓ | |
| Good interpersonal skills | ✓ | |
| Ability to work cooperatively and flexibly within a team and adapt to change | ✓ | |
| Ability to support individual pupils to ensure they make progress | ✓ | |
| An understanding of the importance of confidentiality | ✓ | |
| Ability to act and work on own initiative | ✓ | |
| Ability to reflect on own practice and the practice of others in order to improve | | |
| Personal Qualities | | |
| Must be able to manage own work load effectively | ✓ | |
| Must be able to undertake clerical/administrative duties | ✓ | |
| Be willing to commit to work related training | ✓ | |
| To be hard working and reliable | ✓ | |
| To practise equal opportunities in all aspects of the role and around the work place in line with policy | ✓ | |
| Ensuring safeguarding procedures are followed to promote the welfare of all children. | ✓ | |
| A desire and commitment to pursue teaching as a career. | ✓ | |