

GRANTA SCHOOL

PERSON SPECIFICATION

Level 2 Teaching assistant

Granta School is committed to safeguarding and the welfare of children and young people and expects all staff to share in this commitment.

Experience	Experience in working in schools or similar settings
Skills and aptitudes	GCSE in English and Maths or equivalent (for intervenors working with pupils with profound and multiple disabilities this is not an essential requirement.)
Problem solving and decision making	<ol style="list-style-type: none"> 1) Able to obtain information from school sources: 2) Seeks out relevant information and consults others where necessary 3) Listens and asks questions to gather and objectively analyse data to get to the heart of a problem and identify action required 4) recognises similarities/ differences/ trends based on know how and takes appropriate action
Planning and organisation	<ol style="list-style-type: none"> 1) Helps develop clear and realistic work plans for individuals to achieve specific objectives 2) Monitors progress against plans on behalf of the teacher 3) Takes follow up action as necessary with the approval of the teacher.
Effective use of resources	<ol style="list-style-type: none"> 1) uses school resources and equipment efficiently and economically 2) Willing to learn new ICT systems as and when required 3) Adaptable and able to respond to changes in working practices.
Team work and collaboration	<ol style="list-style-type: none"> 1) recognises and respects different perspectives and appreciates the benefits of being open to the ideas and views of others 2) Shares information with colleagues and briefs others about organisational issues 3) Supports colleagues and willingly offers appropriate advice and assistance to support business

	objectives.
Striving for excellence	<ol style="list-style-type: none"> 1) finds new or more efficient ways of meeting pupil's/students targets and fulfilling their learning needs 2) Does more than is asked 3) Provides solutions not problems 4) Overcomes obstacles/hurdles to achieve targets
Effective communication	<ol style="list-style-type: none"> 1) listens to others and provides support , advice and guidance to others at a variety of levels as required 2) presents information concisely, clearly and persuasively at the appropriate level for pupils/students and colleagues 3) conveys confidence to pupils/students and colleagues 4) provides accurate information with no room for ambiguity 5) Is able to address and resolve conflict
Taking responsibility	<ol style="list-style-type: none"> 1) Makes appropriate decisions without asking others 2) Acts in uncertain circumstances 3) Acts quickly and decisively in a crisis or other time sensitive situation
Being proactive	<ol style="list-style-type: none"> 1) Acts quickly and decisively in a crisis or in sensitive situations 2) Is proactive when the norm would be to wait and see.