

## GRANTA SCHOOL

### PERSON SPECIFICATION

#### Level 1 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	Previous experience of working with children, either in a paid or a voluntary setting
Skills and aptitudes	<ol style="list-style-type: none"><li>1) Basic literacy</li><li>2) Basic numeracy</li></ol>
Problem solving and decision making	<ol style="list-style-type: none"><li>1) Establishes there is a problem</li><li>2) Deals effectively with familiar or commonly occurring problems</li><li>3) resolves issues with no or minimal assistance</li><li>4) Able to interpret oral and written instructions and grasp key points</li></ol>
Planning and organisation	<ol style="list-style-type: none"><li>1) Able to follow instructions and demonstrates ability to keep to teacher's/work plans but is willing to reprioritise work when required to do so</li><li>2) Manages time effectively and is appropriately prepared for lessons and activities</li><li>3) Able to work without close supervision and shows initiative in completing tasks</li><li>4) Willing to respond to reasonable requests that go beyond normal routine when required</li><li>5) Keeps classroom/learning environment in order</li></ol>
Effective use of resources	<ol style="list-style-type: none"><li>1) .uses school resources and equipment efficiently and economically</li><li>2) Willing to learn new ICT systems as and when required</li><li>3) Adaptable and able to respond to changes in working practices</li></ol>
Team work and collaboration	<ol style="list-style-type: none"><li>1) Maintains sound working relationships with colleagues and, if applicable, parents and other interested parties</li><li>2) Shows consideration and respect for others; listens to others and takes account of other people's</li></ol>

	<p>feelings and opinions</p> <ol style="list-style-type: none"> <li>3) Co-operates and works well with others; is willing to share information and support others</li> <li>4) Is always courteous in dealing with colleagues and pupils/students</li> <li>5) Asks appropriate questions to check own and/or listener's understanding</li> </ol>
Striving for excellence	<ol style="list-style-type: none"> <li>1) Does what is asked in stipulated time period</li> <li>2) Works to help pupils/students meet learning targets</li> <li>3) Performs reliably and efficiently</li> </ol>
Effective communication	<ol style="list-style-type: none"> <li>1) Provides information and explains things to pupils clearly and concisely</li> <li>2) Where required writes with appropriate clarity</li> <li>3) Asserts self to guide pupils/students in what needs to be done</li> <li>4) Can deal confidently with queries within own area of expertise and regarding pupils they work with</li> <li>5) Asks appropriate questions to check understanding, clarify needs and offer advice</li> </ol>
Taking responsibility	<ol style="list-style-type: none"> <li>1) Works without needing close supervision</li> <li>2) Is self confident and adopts a positive, can-do attitude</li> <li>3) Does not wait to be asked or reminded before acting</li> <li>4) Takes responsibility for situations, understanding when to escalate matters</li> <li>5) Finds an appropriate and practical solution to day-to-day problems, within available resources</li> </ol>
Being proactive	<ol style="list-style-type: none"> <li>1) Does not wait to be asked before acting</li> <li>2) Recognises and reacts to present situations</li> <li>3) Thinks ahead and acts accordingly</li> </ol>