

## Person Specification

**Job Title:** Teaching Assistant – Literacy

	Essential	Desirable
<b>Qualifications</b>		
Level 2 qualifications in English and Maths	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
<b>Skills</b>		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Confidence in working with of standard computer packages (word processing, email and spreadsheets) and supporting students in the use of ICT	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of Academy child safeguarding procedures		✓
<b>Experience</b>		
Experience of working in a school environment		✓
Previous experience with children with Special Needs		✓
<b>Other</b>		
Satisfactory DBS check	✓	
Assessed and advised by Health and Well Being	✓	