

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff – Teaching Assistant**

| | ESSENTIAL | DESIRABLE | EVIDENCE FROM |
|---|--|--|--|
| Knowledge and qualifications | <ul style="list-style-type: none"> • Good standard of education • Office systems and procedures • Working knowledge of national curriculum | Basic first aid knowledge | Application form |
| Experience | <ul style="list-style-type: none"> • Working as part of a team and on own initiative • Responding to queries and simple problem solving • Practical experience of working with students in a supervisory setting | Specialist knowledge in child behaviour/special needs eg autism Experience of working with children in relevant age range Experience of managing behaviour of young people | Application form/ interview/reference |
| Quality of Relationships | <ul style="list-style-type: none"> • An ability to work with members of a team • Able to relate to students, teachers and parents in a calm and sympathetic manner • Ability to display fairness and respect for students and colleagues | | Interview/ application form |
| Personal Style and Characteristics | <ul style="list-style-type: none"> • Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to meet deadlines • Sense of humour | | Interview/reference |
| Skills and Aptitude | <ul style="list-style-type: none"> • Ability to demonstrate a methodical, organised and flexible approach to work • High level of communication skills with a diverse range of students and adults, establishing and maintaining effective working relationships • Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times • Ability to relate well to students and motivate them to work • Able to manage student behaviour in accordance with school behaviour policy | | Interview |