



**PERSON SPECIFICATION**

**JOB TITLE:** General Teaching Assistant

**GRADE:** NYCC Pay Band 4 pt 9-13, 33 hours a week, term time only  
pro rata £11399.03 to £12324.66

<b>Qualifications and Training</b>			
<b>Essential</b>	<b>Assessment</b>	<b>Desirable</b>	<b>Assessment</b>
Good written and oral skills	1,3		
Good numeracy and literacy skills	1,3		
Good ICT/Technology skills to support learning.	1,3		
Maths and English grade C or equivalent (or a willingness to undertake training to achieve equivalent qualifications)	1,3		
<b>Experience</b>			
<b>Essential</b>	<b>Assessment</b>	<b>Desirable</b>	<b>Assessment</b>
Working in a multi-disciplinary team	1,3		
Working on your own initiative	1,3	Working in a school environment	1,3

<b>Knowledge, Understanding &amp; Skills</b>			
<b>Essential</b>	<b>Assessment</b>	<b>Desirable</b>	<b>Assessment</b>
Good communication with adults and children	1,3	Understanding of principles of child development and learning processes	1,2,3
Manage and organise people and resources to achieve identified goals	1,3	Knowledge of a range of strategies to promote positive behaviour.	1,2,3
Keep calm and professional when challenged	2,3		
Write reports and keep accurate records	1,2,3		
<b>Personal Qualities &amp; Other Requirements</b>			
<b>Essential</b>	<b>Assessment</b>	<b>Desirable</b>	<b>Assessment</b>
Commitment to own continuing professional development and continued learning	1,2,3		
Ability to work to and meet deadlines	2		
Self-confidence, personal impact and presence	1,2,3		
Optimism, resilience, creativity and innovation	1,2,3		
The capacity and motivation to find solutions not problems	1,2,3		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	2		
Emotional resilience in working with challenging behaviours; and attitudes to use authority and maintaining discipline	1,2,3		
A genuine enthusiasm for making a real contribution towards the ongoing success of Filey School	1,2,3		

<b>Equal Opportunities</b>			
<b>Essential</b>	<b>Assessment</b>	<b>Desirable</b>	<b>Assessment</b>
Commitment to supporting, upholding and implementing the policies of Filey School and NYCC to promote equal opportunities	1,3		

**Assessment:**

All aspects of the selection process will focus on the overall person specification. The following assessment key is only a guide as to where evidence might be identified.

- 1** Application form and/or written statement supporting application
- 2** References
- 3** Interview