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	1) Basic literacy 2) Basic numeracy
Problem solving and decision making	1)Establishes there is a problem 2) Deals effectively with familiar or commonly occurring problems 3) resolves issues with no or minimal assistance 4) Able to interpret oral and written instructions and grasp key points
Planning and organisation	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 2) Manages time effectively and is appropriately prepared for lessons and activities 3) Able to work without close supervision and shows initiative in completing tasks 4) Willing to respond to reasonable requests that go beyond normal routine when required 5) Keeps classroom/learning environment in order
Effective use of resources	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	1) Maintains sound working relationships with colleagues and, if applicable, parents and other interested parties 2) Shows consideration and respect for others; listens to others and takes account of other people's

	feelings and opinions 3) Co-operates and works well with others; is willing to share information and support others 4) Is always courteous in dealing with colleagues and pupils/students 5) Asks appropriate questions to check own and/or listener's understanding
Striving for excellence	1) Does what is asked in stipulated time period 2) Works to help pupils/students meet learning targets 3) Performs reliably and efficiently
Effective communication	1) Provides information and explains things to pupils clearly and concisely 2) Where required writes with appropriate clarity 3) Asserts self to guide pupils/students in what needs to be done 4) Can deal confidently with queries within own area of expertise and regarding pupils they work with 5) Asks appropriate questions to check understanding, clarify needs and offer advice
Taking responsibility	1) Works without needing close supervision 2) Is self confident and adopts a positive, can-do attitude 3) Does not wait to be asked or reminded before acting 4) Takes responsibility for situations, understanding when to escalate matters 5) Finds an appropriate and practical solution to day-to-day problems, within available resources
Being proactive	1) Does not wait to be asked before acting 2) Recognises and reacts to present situations 3) Thinks ahead and acts accordingly