

Person Specification

Job Title: Specialist Teaching Assistant - English

Qualifications	Essential	Desirable
Educated to A2 level in English		✓
Good general standard of education including GCSE in English and Maths at Grade C or above	✓	
Experience		
Experience of working in a secondary school environment	✓	
Experience and knowledge of working with and supporting students on both an individual basis and in small groups	✓	
Experience in preparing students for examinations and knowledge of the current English secondary curriculum		✓
Skills		
Excellent communication and listening skills with students, parents and colleagues	✓	
Effective use of IT to assist in monitoring progress of students and to support learning, including experience of Microsoft Office	✓	
Excellent teamwork skills and a flexible attitude towards work	✓	
Ability to support students with their studies to GCSE level, whilst maintaining a professional, disciplined approach	✓	
Good organisational and time management skills	✓	
A desire to ensure students succeed and an ability to enthuse and inspire them in their learning	✓	
Ability to assess student progress and share information clearly and concisely with colleagues	✓	
Other		
Excellent attendance and conscientious attitude	✓	
Remain professional, calm and respectful in all situations	✓	