



## Person Specification

**Job Title:** Specialist Teaching Assistant - English

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A2 level in English		✓
Good general standard of education including a level 2 qualification in English and Maths at a minimum of Grade C (or equivalent)	✓	
<b>Experience</b>		
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		✓
<b>Skills</b>		
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	✓	
<b>Other</b>		
Excellent attendance and conscientious attitude	✓	
Remain professional, calm and respectful in all situations	✓	