

PERSON SPECIFICATION

Post Title: Teaching Assistant – Medical Education Team

Directorate: DIRECTORATE OF CHILDREN'S SERVICES
Portfolio/Service Area: Integrated Services – Specialist Support –
Medical Education Team
Scale/Grade: Grade 1

QUALIFICATIONS / TRAINING:

It is **essential** that the postholder has/is:

- GCSE Mathematics and English A-C or equivalent.

It is **desirable** that the postholder has/is:

- A good general education.

EXPERIENCE / KNOWLEDGE:

It is **essential** that the postholder has/is:

- Previous experience of working with children (paid or voluntary).

It is **desirable** that the postholder has/is:

- Previous experience of working with children of a relevant age.
- Previous experience of working in a relevant setting.

SKILLS AND ABILITIES:

It is **essential** that the postholder has/is:

- Good communication skills.
- Well-organised and practical.
- Able to work as a member of a team.
- Able to use own initiative.
- Adaptable and flexible.

It is **desirable** that the postholder has/is:

- Good clear handwriting.
- IT skills.
- A good listener.

ADDITIONAL FACTORS:

It is **essential** that the postholder has/is:

- Someone who enjoys working with children and young people.
- Good time management skills.
- Diplomatic.
- Excellent interpersonal skills.
- Reliable.
- Calm under pressure.
- Aware of the issues of confidentiality.
- A commitment to the inclusion of children with additional needs.
- A commitment to equal opportunities.
- A commitment to promote pupil independence.

Prepared by: **G. Jackson**

Date: **6th June 2008**

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