

## Melbourn Village College

### Person Specification

#### Teaching Assistant – Level 1

<b>Role</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	GCSE in Maths and English at C or above	Further qualifications
Experience		Previous experience of working with secondary school aged children, either in a paid or a voluntary setting
Core L1 TA Competencies	<ol style="list-style-type: none"> <li>1) Able to follow instructions and demonstrate ability to keep to Teacher's/work plans but willing to re prioritise work when required to do so</li> <li>2) Manage time effectively and be appropriately prepared for lessons and activities</li> <li>3) Able to work without close supervision and show initiative</li> <li>4) Willing to respond to reasonable requests</li> <li>5) Keep learning environment in order.</li> <li>6) Use school resources and equipment efficiently and economically</li> <li>7) Willing to learn new ICT systems as and when required</li> <li>8) Adaptable and able to respond to changes in working practices.</li> </ol>	
Personal qualities	<ol style="list-style-type: none"> <li>1) be able to explain things to pupils clearly and concisely</li> <li>2) write with appropriate clarity</li> <li>3) be able to guide pupils/students in what needs to be done</li> <li>4) deal confidently with queries</li> <li>5) Ask appropriate questions to check understanding, clarify needs and offer advice</li> <li>6) Work without needing close supervision</li> <li>7) be self confident and adopt a positive, can-do attitude</li> <li>8) Take responsibility for situations</li> </ol>	

***Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***