



## Melbourn Village College

### Person Specification

#### Teaching Assistant – Level 1A

<b>Role</b>	<b>Essential</b>	<b>Desirable</b>	<b>Reference/ Interview/Task/ Job Description</b>
Qualifications	1) Basic literacy 2) Basic numeracy	Further qualifications	
Experience		Previous experience of working with secondary school aged children, either in a paid or a voluntary setting	
Core L1 TA Competencies	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 2) Manage time effectively and be appropriately prepared for lessons and activities 3) Able to work without close supervision and show initiative 4) Willing to respond to reasonable requests 5) Keep learning environment in order. 6) Use school resources and equipment efficiently and economically 7) Willing to learn new ICT systems as and when required 8) Adaptable and able to respond to changes in working practices.		
Personal qualities	1) be able to explain things to pupils clearly and concisely; 2) write with appropriate clarity; 3) be able to guide pupils/students in what needs to be done 4) deal confidently with queries 5) Ask appropriate questions to check understanding, clarify needs and offer advice 6) Work without needing close supervision 7) be self confident and adopt a positive, can-do attitude 8) Take responsibility for situations		

**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.**