



Glendower Preparatory School

**Teaching Assistant
Person Specification**

Education and Training	Essential	Desirable
GCSE Maths and English at Grade C or above (or equivalent)	X	
Childcare Qualification		X
Graduate		X
IT Literate (Microsoft Office)	X	
A good level of spoken and written English	X	
Experience		
Experience in an educational setting either in the UK or abroad		X
Experience of working with children in an educational/academic role		X
Voluntary/paid work with children under the age of 7		X
Skills and Aptitudes		
Commitment to the vision and ethos of the school	X	
Ability to communicate effectively, in writing and orally	X	
Ability to prioritise, plan and organise self and others	X	
Ability to build and maintain effective relationships with pupils and parents	X	
Commitment to safeguarding and promoting the welfare of children	X	
Ability to work under the direction of the class teacher and as part of a team	X	
Ability to be able to use initiative to support learning and behaviour	X	
Willingness to participate in training and development	X	
Able to demonstrate a willingness to contribute to the wider life of the school	X	
Able to work in a fast-paced environment and often with minimum supervision	X	
Personal Qualities		
Be a committed, professional person	X	
Have an excellent attendance record	X	
Understand the importance of a high level of pastoral care	X	
Be able to meet deadlines	X	
Be a team player	X	
Be able to take initiative	X	
Be flexible and adaptable	X	
Have a good sense of humour	X	
Be positive in outlook	X	