Person specification – Team Leader

Qualifications		
GCSE English and Maths, grade A* - C	E	Application
NVQ Level 3 for teaching assistants/Business and Administration or equivalent or relevant experience	E	Application
Experience of		
Working in an educational environment	E	Application Interview
Supporting students' learning in a range of settings	E	Application
Working as a teaching assistant or of behaviour management	E	Application
Ability to manage, lead, support, train and motivate staff	E	Application Interview
Participation in appropriate school based meetings and training activities	E	Interview
Working with teaching staff and interaction with students	E	Interview
Experience of working in an administration function	D	Application
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
Professional knowledge of		
A range of strategies to promote good behaviour	E	Application Interview
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Awareness of and commitment to equal opportunity issues	E	Interview
Understanding of relevant policies and codes of practice	E	Application
Understanding of different classroom roles and responsibilities	E	Interview
Professional skills and attributes		
Ability to work under pressure and to deadlines	E	Application/Interview
Efficient and effective communication	E	Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Confidentiality, tact and discretion	E	Application/Interview
Awareness of the statutory frameworks relevant to the role	E	Interview
Excellent organisational skills with the ability to be part of a team, use own initiative and work independently	E	Application/Interview
Ability to use IT effectively to support learning	D	Application/Interview
Understanding of the aims, content and intended outcomes of teaching and learning in relation to the national and school's curriculum	D	Application/Interview
Understanding of principles of child development and learning processes	E	Application/Interview

E = Essential
D = Desirable