

PERSON SPECIFICATION AND SHORTLISTING CRITERIA: CASUAL INTERPRETING AND TRANSLATION ASSISTANT Grade 7

ESSENTIAL	DESIRABLE	ASSESSED BY:
<p>Do you have a qualification in a language other than English or speak another language as your first language?</p> <p>Do you have GCSE 9-4/ A* - C in English or equivalent qualifications?</p>	<p>Do you hold a current driving licence?</p> <p>Do you have a Level 3 or above education and childcare qualification?</p> <p>Do you have evidence of experience of working in schools or other educational organisations?</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>
<p>Can you demonstrate fluency in spoken communication in a language other than English?</p>	<p>Can you demonstrate fluency in written communication in a language other than English?</p> <p>Can you demonstrate a good knowledge of the English education system?</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>

<p>Can you give evidence of your effective participation as a member of a team?</p> <p>Can you give evidence of your successful experience of interpreting and/ or translation?</p>	<p>Can you give evidence of good IT skills?</p> <p>Can you give examples of your successful interpreting and/or translation work in schools or other educational organisations?</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p>Can you explain how you present appropriately for the occasion, showing an awareness of what is required in terms of convention or culture.</p>		<p>Application form/ interview</p>
<p>Can you give evidence of your understanding and commitment to confidentiality at work?</p>	<p>Can you explain how you ensure accurate interpreting and /or translation?</p>	<p>Application form/ interview</p> <p>Application form/ Interview</p>