**PERSON SPECIFICATION**

**Key stage 5 assistant**

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| Attributes Education & Qualifications |  | Essential  | Desirable  |
| Relevant Degree |  | X |
| Teaching Qualification |  | X |
| Safeguarding Level 1 (this is an Essential, CH Academy will provide for those who do not have it) | X |  |

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| Attributes Experience & Skills |  | Essential  | Desirable  |
| Ability to organise and prioritise work effectively in order to meet deadlines | x |  |
| Experience of implementing successful school-wide strategic projects that have supported school improvement objectives  | x |  |
| Strong analytical and problem solving skills  | x |  |
| Ambitious about providing high quality education for all students  | X |  |
| Experience in organising extracurricular activities or enrichment activities | X |  |
| Experience of working in a customer service environment  |  | X |
| Able to work effectively under pressure and to keep to specified deadlines | X |  |
| Managing a diverse workload | X  |  |
| Demonstrable experience of supporting students through collaborations with parents | X |  |

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| Attributes Knowledge  |  | Essential  | Desirable  |
| Excellent understanding of how to use systems and structures to monitor students’ behaviour and attitudes, attendance, academic progress. | X |  |
| A clear understanding of the current educational landscape and research, including issues specifically relating behaviour learning, culture, ethos and attendance  | X |  |
| Knowledge of effective strategies to improve behaviour and attitudes and academic progress of all students. | x |  |
| Knowledge of Sims |  | X |
| Knowledge of the schools absence policy and applying  | X |  |
| Knowledge of relevant safeguarding/ child protection legislation and Keeping Children Safe in Education  | X |  |
| First Aid Trained or willing to learn  | X |  |
| Knowledge of how to use CPOMS  |  | X |

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| Attributes Other  |  | Essential  | Desirable  |
| A commitment to equality principles and practices | X |  |
| Ability to form and maintain appropriate relationships and personal boundaries  | X |  |
| Demonstrate a commitment to all aspects of safeguarding and the welfare of children and young people  | X |  |
| Emotional resilience in working in a challenge  | X |  |
| Commitment to promote and model the Christian vision that underpins the Chiltern Hills Academy. | X |  |
| Satisfactory Enhanced DBS clearance and safer recruitment clearances | X |  |
| Model the CHA values of kindness, compassion, and hope. | X |  |