

PERSON PROFILE

LEVEL 3 TEACHING ASSISTANT (JUNIOR ACADEMY)



	Essential	Desirable
General Qualifications & Training		
3 GCSEs including English & Maths at Grade C (or equivalent)	✓	
Level 3 qualification for Teaching Assistants or equivalent qualification/experience	✓	
Evidence of a good standard of literacy/numeracy and a commitment to life-long learning	✓	
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓	
Experience		
Experience of working with primary age children in any setting – paid, unpaid, voluntary etc	✓	
Training in relevant learning strategies e.g. literacy and/or a particular curriculum or learning area such as EAL, sign language, dyslexia, ICT, maths, English, CACHE etc	✓	
Working knowledge of national / foundation stage curriculum and other relevant learning programmes	✓	
Recent relevant experience of an educationally inclusive environment		✓
Experience of working in a school / academy environment		✓
An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓	
Skills, Knowledge & Aptitudes		
Able to remain calm under pressure.	✓	
Ability to relate well to children and adults	✓	
Ability to work with minimum supervision at key times and to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information.	✓	
Basic knowledge and ability in use of standard Microsoft Office software applications such as Word, Excel etc and ability to use email/internet	✓	
Commitment to the promotion of positive values, attitudes and behaviour	✓	
Personal Attributes		
A mature and flexible outlook with a 'can-do' attitude	✓	
Good oral and written communication skills	✓	
Good interpersonal skills - able to deal effectively with a wide range of people at all levels	✓	

	Essential	Desirable
Discrete when dealing with sensitive and / or confidential matters	✓	
Takes ownership of personal development. Willing to pursue development opportunities.		✓
Able to adapt to changing priorities	✓	
Able to engage, interest and motivate young people	✓	
A good team worker	✓	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement	✓	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓	
A good sense of humour and perspective	✓	
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓	
No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓	
Licence to drive		✓
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).	✓	