

PERSON SPECIFICATION

Post Title	Teaching Assistant
Grade:	Scale Point 8-11
Accountable to	Headteacher and Deputy Headteacher Leaders of Learning

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> ● Experience of working in an educational setting supporting teaching and learning ● GCSE A-C or 4-9 in English and Mathematics 	<ul style="list-style-type: none"> ● other qualification or equivalent experience. ● Further qualifications. ● Evidence of ICT qualification (ECDL or equivalent). ● Willingness to undertake continuing professional development
Experience and Knowledge	<ul style="list-style-type: none"> ● Evidence of excellent communication skills, both written and oral ● Experience of supporting pupils in lessons ● Demonstrates a clear knowledge, Understanding and commitment to safeguarding young people. ● Knowledge and understanding of the difficulties experienced by adolescents 	<ul style="list-style-type: none"> ● Knowledge of National Curriculum, and working with KS3/4 ● Knowledge of the Equalities Act and issues around equality of education and access ● Experience of working with pupils with severe and complex mental health difficulties ● Experience of supporting pupils via interventions ● Experience of integrating pupils into school

		<ul style="list-style-type: none"> • Knowledge and use of SEN Code of Practice • Evidence of effective team working in a multi-agency environment.
Ability and Skills	<ul style="list-style-type: none"> • Ability to make good relationships with adolescents. • Commitment to equalities and inclusion. • Ability to use ICT skills in word processing and use of the internet. • Ability to travel to different locations (i.e. driving licence, access to own car, suitably insured for work purposes) • Ability to demonstrate flexibility, initiative and self motivation. • Demonstrates excellent interpersonal and negotiation skills. • Ability to work sensitively with individuals and families and empathise with them. • Ability to work and remain calm in difficult circumstances. • Ability to organise and prioritise conflicting demands on time. 	<ul style="list-style-type: none"> • Has a well developed sense of humour
Equal Opportunities	<ul style="list-style-type: none"> • Accountable to the Headteacher and Deputy Headteacher the post holder will work as part of a team under guidance of the Leaders of Learning • The post holder will be responsible for working to agreed plans and targets 	

The Teaching Assistant will be accountable to the Headteacher, Deputy Headteacher, and Leaders of Learning for maintaining a high professional standard in the delivery of all aspects of their work. Within this accountability the Teaching Assistant may from time to time make his/her own professional decisions based on evidence, knowledge of recent research and within the guidance of the Trusts policies and procedures. Decisions about pupil provision are discussed at a weekly group supervision and as and when required within the centre.

A performance management and supervision process is in place and all staff are expected to take part.