

## PERSON SPECIFICATION

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| Post Title     | Teaching Assistant  |
| Grade:         | Scale Point 8-11<br>£24,633 - £26,014 FTE pa              |
| Accountable to | Headteacher and Deputy Headteacher<br>Leaders of Learning |

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

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

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.