



DISCOVERY PRIMARY ACADEMY

General Teaching Assistant Person Specification

Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Teaching Assistant
Including a duty in the dining hall or outside supervising pupils at lunchtime

Grade: 6
Hours: 32.5 hours, term time only

CRITERIA	QUALITIES
Qualifications and experience	● Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualifications or GCSEs at grades 9 to 4 (A* to C) including English and Maths (E) ● Proven successful experience of working with children in an educational setting (E)

Skills and knowledge	● Able to communicate both orally and in a written form with a range of people (E) ● Ability to use numerical skills for different purposes (E) ● Organisational skills (D) ● Active listening skills (E) ● Ability to work as part of a team (E) ● Ability to diffuse conflict (D) ● IT skills including using google drive, e mails, word, slides, smart boards, IPADs and other IT programs to support learning (E) ● Ability to form working relationships with pupils and adults (E) ● Skills and expertise in understanding the needs of all pupils particularly those with English as an Additional Language, those who are New to English and those with Special Educational Needs or Disabilities (E) ● Knowledge of how to help adapt and deliver support to meet individual needs (E) ● Subject and curriculum knowledge relevant to the role, and ability to apply this when supporting teachers and pupils (E) ● Understanding of roles and responsibilities within the classroom and the whole academy context (D) ● Ability to teach small groups as well as classes under the guidance of a teacher (E) ● Ability to implement a range of Teaching and Learning strategies (D) ● Ability to support children who are New To English (D) ● Give feedback to teachers about the progress of individuals and groups of children (E) ● Organise and deliver classroom activities (E) ● Ability to maintain appropriate professional relationships and boundaries with children and parents (D) ● Ability to work with outside agencies (E) ● Demonstrate the ability to manage behaviour of children calmly and patiently (D) ● Demonstrate sensitivity and understanding to help build good relationships with pupils (D) ● Demonstrate how you keep pupils safe and promote healthy well being (D)
Personal qualities	● Maintain confidentiality at all times ● Prompt and reliable ● Prepared to undergo training appropriate to the post