

PERSON PROFILE



POST TITLE: Teaching Assistant	Essential	Desirable
General Qualifications & Training		
Other relevant qualifications eg National Vocational Qualifications in Supporting Teaching and Learning L2.		✓
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		
Relevant experience ideally within a school-based setting.	✓	
Experience of delivering a range of interventions to support students to overcome identified barriers to learning.		✓
Experience of delivering phonics programmes/intervention sessions.		✓
Recent relevant experience of an educationally inclusive environment.		✓
Training in relevant learning strategies e.g. literacy and/or curriculum or learning area such as phonics, bilingual, sign language, dyslexia, ICT, maths, English, etc.		✓
General understanding of national curriculum and other basic learning programmes.	✓	
An awareness of policies and procedures relating to child protection, code of practice, health, safety and security, confidentiality and data protection.	✓	
Experience of working with students with Literacy and Numeracy difficulties.		✓
Experience of working with children with delayed language and communication and social interaction and communication difficulties.		✓
Experience of working with children with sensory needs.		✓
Good understanding of child development and learning processes.	✓	

Skills, Knowledge & Aptitudes		
Able to remain calm under pressure.	✓	
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.	✓	
Commitment to the promotion of positive values, attitudes and behaviour.	✓	
Ability to use email and the internet, and standard Microsoft Office software applications.	✓	
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, relating well to children and adults.	✓	
Discrete when dealing with sensitive and / or confidential matters.	✓	
Able to adapt to changing priorities.		✓
Able to engage, interest and motivate young people.	✓	
Work constructively as part of a team.	✓	
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 able to embrace change and use own initiative.	✓	
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)	✓	
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).	✓	

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.