

# Pickwick Academy Trust



SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school with children across key stages</li> <li>• Previous experience a teaching assistant/cover supervisor working with whole class activities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working as an HLTA</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in English/ Mathematics equivalent to at least Level 2 of the National Qualifications Framework</li> </ul>	<ul style="list-style-type: none"> <li>• Has met all the professional standards for HLTAs</li> <li>• Willingness to attend appropriate training courses to fulfil the functions of the job First</li> <li>• Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> </ul>
<b>Special skills and attributes</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Ability to liaise effectively with colleagues</li> <li>• Ability to use initiative</li> <li>• Be able to organise and implement planning</li> <li>• Ability to work with minimum supervision</li> <li>• Positive attitude to the job and take pride in work</li> <li>• Positive approach to behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Health and Safety issues</li> <li>• Knowledge of child protection issues and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of SEN Code of Practice</li> </ul>		
<b>Social Skills</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Awareness of the importance for confidentiality</li> <li>• Ability to work with a variety of different people</li> <li>• Courteous and polite</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of dealing with a range of people and behaviours</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and energy to work as part of a team</li> <li>• Committed to providing a high quality service</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Application</li> <li>• Interview</li> </ul>
<b>Physical Characteristics</b>	<ul style="list-style-type: none"> <li>• Good attendance record</li> <li>• Flexible approach</li> <li>• Projects professional image for the school</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Application</li> <li>• Interview</li> </ul>
<b>Disclosure of Criminal Record</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring Service (DBS) check</li> </ul>		<ul style="list-style-type: none"> <li>• Pre-appointment enhanced DBS check</li> </ul>

If you are shortlisted for this position, the interviewing panel will be asking you questions based on the job description and person specification in order to ascertain your suitability for the post. The interview panel will also explore issues relating to safeguarding and promoting the welfare of children including:

- Your motivation to work with children
- Your ability to form and maintain appropriate relationships and personal boundaries with children.
- Emotional resilience in working with children with a range of difficulties.

We will also be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

You will be asked to work with a group of pupils so we can observe how you relate and communicate with children.

**At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.**