



BIRCH HILL

PRIMARY SCHOOL AND NURSERY

PERSON SPECIFICATION

Role

Teaching Assistant

Qualifications, training and education

- Early Years Level 3 qualification.
- NVQ Level 2 or equivalent in English and mathematics.
- Experience of working with children with challenging behaviour or special educational needs is desirable.

Skills and abilities

Teaching and learning

- Knowledge of the school curriculum, particularly the Early Years Foundation Stage framework and Development Matters, to support pupils' learning and development.
- Knowledge of the standard of work expected from pupils.
- Ability to use questioning techniques to support pupils' thinking and engagement.
- Understanding of open-ended questioning and investigative learning.
- Ability to observe pupils' learning and assess their progress.
- Ability to understand the intended outcomes of individual learning activities and the timescales within which pupils are expected to complete them.
- Ability to support pupils individually and in groups so that they can participate in learning.
- Ability to support pupils in achieving agreed targets identified within individual education plans.
- Ability to recognise pupils' learning challenges and achievements and communicate these appropriately.
- Ability to contribute accurate information to the review of pupils' progress and the identification of future targets.
- Ability to support the development of pupils' social and emotional skills so that they can become increasingly independent learners.



PERSON SPECIFICATION

Communication

- Communication and interpersonal skills appropriate for working with pupils, colleagues, parents, carers and external agencies.
- Ability to listen carefully and respond sensitively to pupils' needs.
- Ability to communicate accurate information about pupils' progress, achievements and difficulties.
- Ability to maintain confidentiality at all times.

Organisation and planning

- Ability to work within a team environment.
- Ability to work independently within agreed guidance.
- Ability to organise allocated work and activities within the required timescales.
- Ability to maintain accurate pupil records and learning documentation.
- Ability to adapt to changing circumstances and use initiative appropriately.

Behaviour management

- Knowledge of positive behaviour-management approaches.
- Ability to promote positive learning and social behaviour in accordance with school policies.
- Ability to use preventative strategies to minimise negative behaviour.
- Ability to implement agreed rewards and sanctions consistently.
- Ability to recognise, record and report behaviour incidents appropriately.
- Ability to remain calm under pressure when responding to challenging behaviour.

Pastoral and inclusion

- Ability to promote equality of opportunity and inclusion.
- Ability to recognise and respond appropriately to pupils' individual learning, physical, social and emotional needs.
- Ability to build positive and respectful relationships with pupils.
- Ability to support pupils' welfare, safety and personal care with sensitivity and dignity.



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PERSON SPECIFICATION

- A caring and positive attitude towards children.
- A sense of responsibility for pupils' wellbeing and development.

Personal qualities

- Calm, adaptable and energetic approach.
- Flexible approach to working.
- Ability to use initiative appropriately.
- Commitment to ongoing service and personal development through self-evaluation and learning from others.
- Commitment to the aims, values and ethos of the school and Trust.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Commitment to complying with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection.
- Ability to respond appropriately to accidents, emergencies and dangerous occurrences within the limits of personal training.
- Willingness and ability to provide personal and intimate care, including changing nappies, where required.
- Willingness and ability to administer medication in accordance with school procedures and appropriate training.
- Commitment to promoting equality, race equality and inclusion and to reporting discriminatory behaviour in accordance with school procedures.
- Satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.