

Teaching Assistant Person Specification

POST:	Teaching Assistant Level 3
LOCATION:	Spring Common Academy
REPORTS TO:	Assistant Headteacher in the first instance
HOURS:	32.5 hours per week

Job Purpose

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Contribute to raising standards of achievement for all pupils.

Person Specification

- 1. Safeguarding children:** All candidates must satisfy the school that they are suitable to work with children with learning difficulties, special needs and disabilities. We need you to be a person of integrity who will always do the right thing to protect and safeguard children in all circumstances.
- 2. Personal fitness and ability:**
 - a) Work with children with interaction on the floor.
 - b) Support children to get up from floor activities.
 - c) Support children who are unpredictable with personal care and hygiene.
 - d) Personal mental health resistance and patience to support children with medical conditions and behaviour difficulties.
 - e) Personal health and physical skills to support physical intervention with children using techniques from accredited Team Teach training.
- 3. Communication skills:** Good levels of English both written and spoken are essential to meet the needs of children that have communication difficulties. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
- 4. Inter-personal skills:** The ability to work effectively in a range of teams is essential so we are searching for a candidate who will be willing to support others to meet team aims. It is also important that staff have flexibility of approach and able to respond calmly in changing circumstances to meet the special needs of children.

- 5. Energy and perseverance:** The post requires a high level of patience, personal energy and a positive attitude. You need to be a person with an optimistic outlook and prepared to accept that setbacks might happen before you reach the goal you or your team have set.
- 6. Qualifications:** GCSE English and mathematics or equivalent are essential criteria set by the Cambridgeshire Local Authority for Teaching Assistant Level 3 posts. In addition we hope candidates will have wider qualifications and either employment or personal experience which will prepare them for a role supporting children.
- 7. Equal opportunities:** The school seeks to offer equal opportunities to all posts.
- 8. Enrichment:** The school is particularly interested in candidates who bring additional qualifications or interests to broaden the curriculum offered to our children e.g. swimming, PE or sports or ICT.
- 9. Professional development:** We expect all staff to take responsibility for their own development and to attend meetings and staff training to develop their expertise and skills or to support their team.

Linking to other staff:

Teaching Assistants: The staffing structure means each class has a Class Leader Teaching Assistant with responsibility for deployment of tasks agreed by the teacher. As a Level 3 Teaching Assistant you will receive ongoing support and mentoring to fulfil your role both formally and informally.

Assistant Heads: Deployment of day to day roles and expectations is managed by the Assistant Heads on a day to day basis. You may receive requests to cover for absent colleagues or to support individual pupils and this is why flexibility is so important to the school. The Assistant Heads will also be responsible for your annual appraisal and performance management.

Headteacher and Deputy Headteacher: Although your day to day work will be assigned by your teacher or Specialist Teaching Assistants; both Headteacher and Deputy will be approachable and available to you for on-going support to work effectively in a special school.