

# Person Specification

## Teaching Assistant with Welfare Responsibilities

Cidari Multi Academy Trust  
Darwen St James Church of England Primary Academy  
Salary: TA -NJC Pay Scale Grade C SCP 3 -5  
Welfare NJC Pay Scale Grade B SCP 3  
Reporting to: Headteacher  
Deployed by: Headteacher

|                 |                    |                  |                      |
|-----------------|--------------------|------------------|----------------------|
| Prepared by:    | Louise Gregson     | Approved by:     | Matt McIver          |
| Prepared on:    | 8th April 2025     | Approved on:     | 25th April 2025      |
| Reviewed by HR: | Laura Wright-Dixon | Permitted use:   | All Cidari Academies |
| Reviewed on:    | 24th April 2025    | Applicable Terms | The Green Book       |

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

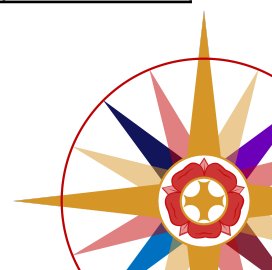
The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

### [A] Qualifications

|    | Qualification requirements                                                       | Essential/<br>Desirable |
|----|----------------------------------------------------------------------------------|-------------------------|
| A1 | NVQ Level 2 or above qualification or experience                                 | E                       |
| A2 | GCSE English and Maths at Level 4 (Grade C) or above or equivalent qualification | E                       |
| A3 | Evidence of regular and recent professional development through CPD/INSET        | E                       |
| A4 | Willingness to undertake appropriate first aid training                          | E                       |
| A5 | Training in relevant learning strategies e.g literacy/numeracy                   | D                       |

### [B] Experience

|    |                                                                                               | Essential/<br>Desirable |
|----|-----------------------------------------------------------------------------------------------|-------------------------|
| B1 | Minimum of 2 years' experience working with children of primary age in an educational setting | E                       |
| B2 | Experience of carrying out classroom administrative tasks                                     | E                       |
| B3 | Experience of contributing to planning and supporting pupils' needs                           | E                       |
| B4 | Experience of liaising with parents                                                           | E                       |





|    |                                                                       | Essential/<br>Desirable |
|----|-----------------------------------------------------------------------|-------------------------|
| B5 | Experience of working with minority communities and children with EAL | D                       |
| B6 | Experience of delivering phonics                                      | D                       |

## [C] Knowledge, Skills & Abilities

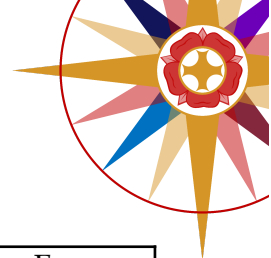
|     |                                                                                                         | Essential/<br>Desirable |
|-----|---------------------------------------------------------------------------------------------------------|-------------------------|
| C1  | Ability to form good working relationships with children, parents and colleagues                        | E                       |
| C2  | Ability to work as part of an effective team showing enthusiasm, adaptability and flexibility           | E                       |
| C3  | Knowledge of classroom roles and responsibilities                                                       | E                       |
| C4  | Knowledge of the EYFS, KS1 and KS2 curriculum                                                           | E                       |
| C5  | Ability to maintain confidentiality                                                                     | E                       |
| C6  | General knowledge of the primary national curriculum and other basic learning programmes and techniques | E                       |
| C7  | Knowledge of the needs of all pupils, including children with SEN or the more able                      | E                       |
| C8  | Ability to make effective use of ICT                                                                    | E                       |
| C9  | Knowledge and ability to positively and effectively manage the behaviour of pupils                      | E                       |
| C10 | Good communication skills in English both verbally and in written form                                  | E                       |
| C11 | Good time management and organisational skills                                                          | E                       |
| C12 | Ability to deal with common accidents and injuries                                                      | E                       |
| C13 | Willingness to support the Christian Values and Mission Statement of the school                         | E                       |

## [D] Other / Personal Qualities

|    |                                                                                                   | Essential/<br>Desirable |
|----|---------------------------------------------------------------------------------------------------|-------------------------|
| D1 | Commitment to undertake in-service development and other CPD                                      | E                       |
| D2 | Willingness to participate in and lead additional activities e.g curricular activities and events | E                       |

## [E] Safeguarding

|    |                                                                                                      | Essential/<br>Desirable |
|----|------------------------------------------------------------------------------------------------------|-------------------------|
| E1 | Commitment to safeguarding and protecting the welfare of children and young people                   | E                       |
| E2 | The ability to form and maintain appropriate relationships and personal boundaries with young people | E                       |



|    |                                                                                                                                                         |   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| E3 | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | E |
| E4 | Will co-operate and work with relevant agencies to protect young people                                                                                 | E |

### **[F] Confidential References**

|    |                                                                                                            |   |
|----|------------------------------------------------------------------------------------------------------------|---|
| F1 | Positive reference from current employer or training provider confirming suitability to work with children | E |
| F2 | Positive recommendation from referees                                                                      | E |

### **[G] Application Form and Supporting Statement**

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.