

# PERSON SPECIFICATION

<b>Job Title</b>	<b>Teaching Assistant</b>
<b>Department / Group</b>	<b>Learning Support Department</b>
<b>Reporting</b>	<b>Class Teacher, Headteacher</b>

<b>The successful applicant will demonstrate the following experience, skills and characteristics:</b>	<b>Essential Desirable</b>
<b>Education and Qualifications</b>	
• To have the ability to work with flexibility and independence	<b>E</b>
• To have a commitment to continuous professional development	<b>E</b>
• You will have or be willing to undergo appropriate First Aid training	<b>E</b>
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	<b>E</b>
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	<b>E</b>
<b>Experience</b>	
• Experience working in a school environment or other educational setting	<b>D</b>
• Experience working with children / young people with special educational needs (SEN)	<b>D</b>
• Experience planning and delivering learning activities	<b>D</b>
• To have experience of working in a team and multi-tasking within a complex and demanding role	<b>E</b>
• To have experience of working with challenging behaviour	<b>D</b>
• To have experience of Schools systems SIMS / Bromcom	<b>D</b>
<b>Professional Skills and Knowledge</b>	
• Good organisational skills, with the ability to prioritise effectively under pressure. Demonstrate active listening skills and the ability to remain calm in stressful situations	<b>E</b>
• Ability to build effective working relationships with pupils and adults, work as part of a team and be flexible in their approach to daily routines	<b>E</b>
• Knowledge of how to help adapt and deliver support to meet individual needs	<b>D</b>

• Be able to use or learn basic IT packages such as: Bromcom, MCAS, and including email	<b>E</b>
• Be able to lead small group or 1:1 interventions as directed by the class teacher, and maintain accurate records of the interventions	<b>E</b>
<b>Personal Qualities</b>	
• Capacity to inspire, motivate and challenge children and young people and show sensitivity and understanding, to help build good relationships with pupils	<b>E</b>
• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	<b>E</b>
• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	<b>E</b>
• To be punctual, reliable, positive, resilient, meticulous and conscientious	<b>E</b>
• To be willing to participate fully in extracurricular activities	<b>D</b>
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	<b>E</b>
• You have an awareness of and a commitment to equal opportunities	<b>E</b>
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	<b>E</b>
• You have an awareness and adherence to relevant health and safety regulations and policies	<b>E</b>

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

## **ADDITIONAL INFORMATION**

### **Safeguarding and Equalities**

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Baring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

### **Recruitment**

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks