



## PERSON SPECIFICATION After School Club Assistant



	Essential	Desirable
<b>Qualifications</b>		
Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	✓	
NVQ Level 3 for Teaching Assistant or equivalent qualification	✓	
<b>Knowledge/Experience/Skills</b>		
Experience in working in a Primary School	✓	
Can use ICT effectively including Microsoft Teams, Outlook and applications		✓
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Able to build effective working relationships at all levels	✓	
Knowledge and experience of implementing the DfE Writing Framework	✓	
Able to work in on initiative but also constructively as part of a team	✓	
Up to date Safeguarding knowledge	✓	
Knowledge of relevant policies/codes of practice		✓
Specific training or worked with children who have additional needs eg Dyslexia, ASD, ADHD		✓
Understand and have knowledge of SEND and the EHCP process		✓
High standard of handwriting communication		✓
Positive outlook on inclusion		✓
Experience of dealing with behaviour		✓
First Aid Qualification		✓
<b>Values/Beliefs</b>		
Every person matters when contributing to the success of every child	✓	
Maintaining and respecting confidentiality	✓	
Respect for the opinions and contribution of others	✓	
<b>Personal Qualities</b>		
Able to support the ethos and values of a Diocesan Multi Academy Trust	✓	
Commitment to achieving high standards	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
Calm under pressure	✓	

