

PERSON PROFILE

POST TITLE: Teaching Assistant Resource Level 3	Essential	Desirable
General Qualifications & Training		
3 GCSEs including English & Maths at Level 4/Grade C (or equivalent).		✓
Evidence of meeting the HLTA standards with either an equivalent qualification or experience.	✓	
Evidence of a good standard of literacy/numeracy and a commitment to life-long learning.	✓	
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities.	✓	
Experience		
Experience of teaching and supporting students with ASD.	✓	
Experience of working with children in any setting – paid, unpaid, voluntary etc.	✓	
Experience of working with students with social interaction and communication difficulties.	✓	
Experience of working with children with delayed language and communication and social interaction and communication difficulties.	✓	
Experience of working with children with sensory needs.	✓	
Training in relevant learning strategies e.g. literacy and/or curriculum or learning area such as bilingual, sign language, dyslexia, ICT, maths, English, etc.	✓	
General understanding of the KS2/KS3/KS4 National Curriculum and other basic learning programmes.	✓	
Recent relevant experience of an educationally inclusive environment.	✓	
Experience of working in a nursery / school / academy environment.	✓	
Good understanding of child development and learning processes.	✓	

An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓	
Skills, Knowledge & Aptitudes		
Able to remain calm under pressure.	✓	
Ability to work with minimum supervision at key times and to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information.	✓	
Ability to organise, lead and motivate a team.	✓	
Commitment to the promotion of positive values, attitudes and behaviour.	✓	
Ability to use email and the internet, and standard Microsoft Office software applications.	✓	
Personal Attributes		
A mature and flexible outlook with a 'can-do' attitude.	✓	
Good oral and written communication skills.	✓	
Good interpersonal skills - able to deal effectively with a wide range of people at all levels, relating well to children and adults.	✓	
Discrete when dealing with sensitive and / or confidential matters.	✓	
Takes ownership of personal development. Willing to pursue development opportunities.	✓	
Able to adapt to changing priorities.	✓	
Able to engage, interest and motivate young people.	✓	
Work constructively as part of a team.	✓	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement.	✓	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required.	✓	
A good sense of humour and perspective.	✓	
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)..	✓	

No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓	
Licence to drive		✓
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).	✓	
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓	

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.