

## Stopsley High School – Person Specification

### Post: Teaching Assistant SCD – Level 2

<b>Please make sure, when completing your application form, you give clear examples of how you meet the <u>essential and desirable</u> criteria.</b>			
<b>Attributes</b>	<b>Requirements necessary for safe and effective performance of the job</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good level of numeracy and literacy</li> <li>• Recognised qualification in English and Mathematics</li> <li>• Completion of Teacher Assistant Induction Programme</li> <li>• NVQ2 for Teaching Assistants or other higher level qualification, or experience working with students with social and communication difficulties</li> <li>• Working knowledge / general understanding of secondary curriculum and other basic learning programmes / strategies</li> <li>• Understanding of relevant policies / codes of practice and an awareness of relevant legislation</li> <li>• Evidence of recent continued professional development</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of working in a successful team</li> <li>• Experience of working or caring for children of relevant age</li> </ul>	✓ ✓	
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>• Good Communication skills</li> <li>• Good IT skills and able to use ICT effectively to support learning</li> <li>• Ability to be self-reflective and a willingness to seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these</li> <li>• Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities</li> <li>• Well organised, self-motivated and hardworking</li> <li>• A caring approach and excellent interpersonal skills</li> <li>• First Aid Training</li> <li>• Team Teach Training</li> <li>• Moving And Handling Training</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Confident and at ease when meeting and communicating effectively with a diverse range of people</li> </ul>	✓	

	<ul style="list-style-type: none"> <li>• Clear commitment to the team approach; able to exchange ideas and provide support for colleagues</li> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations</li> <li>• Commitment to personal development</li> <li>• Proven experience of using initiative and taking responsibility as required</li> <li>• An excellent attendance and punctuality record</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Enhanced DBS disclosure check</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	