

Person Specification

Teaching Assistant

Cidari Multi Academy Trust
Warton St Paul's Church of England Primary Academy
Salary: NJC Pay Scale Grade 4 SCP 4-6 (£25,185 to £25,989 fte)
Reporting to: Headteacher
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24 th 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/ Desirable
A1	Minimum of GCSE level C or equivalent qualification in English/Literacy and Mathematics/Numeracy	E

[B] Experience

		Essential/ Desirable
B1	Experience of working with children	E
B2	Experience of supporting pupils with challenging behaviour	E
B3	Experience of supporting pupils with special educational needs	E
B4	Experience of working in a relevant classroom/service environment	E
B5	Experience of early reading and phonics	E
B6	Experience of administrative work	D
B7	Experience of planning and delivery of bespoke interventions for SEND, EAL and SEMH children, alongside the curriculum with impact	D





[C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Ability to relate well to children	E
C2	Ability to work as part of a team	E
C3	Good communication skills	E
C4	Ability to relate well to parents/carers/other professionals	E
C5	Ability to supervise and assist pupils at various times of the day including playtime and lunchtimes	E
C6	Time management and organisations skills	E
C7	Knowledge of classroom roles and responsibilities	E
C8	First Aid certificate	E
C9	Administrative skills	E
C10	Knowledge of Early Years Foundation Stage	E
C11	Knowledge of strategies, for example Numeracy and Literacy	E
C12	Ability to make effective use of ICT	E
C13	Ability to assess development	E
C14	Ability to plan and deliver work programmes	E
C15	Flexible attitude to work	E
C16	Ability to accurately record and report in writing	E
C17	Ability to recognise what needs recording for specific purpose	E
C18	An up-to-date knowledge of the SEND assessment process	E
C19	Knowledge of the concept of confidentiality	D
C20	Level 1 Google accreditation to be completed	D

[D] Other / Personal Qualities

		Essential/ Desirable
D1	Commitment to undertake in service development	E
D2	To have demonstrated: A high degree of flexibility and personal resilience to enable sudden and unexpected changes from planned timetable - for example to provide general class support when additional support is required for any reason such as staff	E



	absence or trips or to provide targeted support because of increased pupil need.	
D3	A high degree of flexibility and personal resilience to enable successful working across the whole Academy	E
D4	A high degree of personal resilience to enable successful and consistent support for children who exhibit challenging behaviour	E
D5	Excellent task prioritisation and time management skills	E
D6	The ability to work on own initiative and problem solve	E
D7	A high level of commitment to meeting the differing needs of vulnerable children, including those exhibiting challenging behaviour	E
D8	Working closely with the SENDCo, and learning mentors, to support teachers to manage and implement behaviour improvement interventions across school	E
D9	To play a significant role in supporting any children who are withdrawn from class	E
D10	To be responsible for organising the additional support required for some children at playtimes and lunchtimes through liaison with the SENDCo, senior mid-day welfare assistant and class teachers	E
D11	Make a positive contribution to the wider life and ethos of the school	D

[E] Safeguarding

		Essential/ 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.

