

Person Specification – Assistant Centre Lead

Qualifications & Experience	Essential	Desirable
Meet Higher Level Teaching Assistant standards		✓
Successful recent experience working with children in a learning environment	✓	
Working knowledge of general school policies and procedures	✓	
5 GCSEs (including English & Maths) at Grade C and above or equivalent		✓
Have experience of planning and delivering lessons to small groups, 1:1 and whole class		✓
Full working knowledge of ICT to support learning	✓	
Good numeracy and literacy skills	✓	
Ability to use clear language to communicate information unambiguously	✓	
Seek support to overcome communication barriers with children and adults	✓	
Ability to give clear instructions	✓	
Ability to listen effectively	✓	
Ability to implement the centre's behaviour management policy to ensure appropriate conduct and behaviour of students	✓	
Excellent understanding of child development and learning processes	✓	
Ability to assess and record progress and performance and recommend appropriate strategies to support development	✓	
Motivate, inspire and have high expectations of students	✓	
Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Work effectively as part of a team and contribute to group thinking, planning etc.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	

Ability to work effectively with a range of adults and external agencies	✓	
Personal	Essential	Desirable
Good time management and organisational skills	✓	
Ability to support the work of others	✓	
Ability to manage own time effectively and follow instructions accurately	✓	
Ability to stay calm under pressure and deal with unexpected problems	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Awareness of and commitment to equality	✓	
Basic understanding of Health & Safety	✓	