

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff – Teaching Assistant with Intimate Care**

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	<ul style="list-style-type: none"> • Good standard of education • Office systems and procedures • Working knowledge of national curriculum 	Basic first aid knowledge	Application form
Experience	<ul style="list-style-type: none"> • Working as part of a team and on own initiative • Responding to queries and simple problem solving • Practical experience of working with students in a supervisory setting 	<ul style="list-style-type: none"> • Specialist knowledge in child behaviour/special needs eg autism • Experience of working with children in relevant age range • Experience of managing behaviour of young people • Experience in provision of intimate care and lifting/handling for young people 	Application form/ interview/ reference
Quality of Relationships	<ul style="list-style-type: none"> • An ability to work with members of a team • Able to relate to students, teachers and parents in a calm and sympathetic manner • Ability to display fairness and respect for students and colleagues 		Interview/ application form
Personal Style and Characteristics	<ul style="list-style-type: none"> • Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to meet deadlines • Sense of humour 		Interview/ reference
Skills and Aptitude	<ul style="list-style-type: none"> • Ability to demonstrate a methodical, organised and flexible approach to work • High level of communication skills with a diverse range of students and adults, establishing and maintaining effective working relationships • Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times • Ability to relate well to students and motivate them to work • Able to manage student behaviour in accordance with school behaviour policy 		Interview

The post holder has a statutory responsibility to safeguard and promote the welfare of children and young people in accordance with the school's child protection and safeguarding policies, including *Keeping Children Safe in Education (KCSIE)*. This includes maintaining appropriate professional boundaries, reporting any safeguarding concerns without delay, and contributing to a culture of vigilance and safety. This role is subject to enhanced Disclosure and Barring Service (DBS) clearance and satisfactory pre-employment checks.