

PERSON SPECIFICATION

PERSONAL SPECIFICATION TA

	E s s	D e s	MOA*
Education, Training and Experience			
Experience of working with children in a similar position		✓	A/1
Experience of working in a team	✓		A/1
Completion of Level 1/2 Learning Support qualification		✓	A/C/1/R
GCSE or equivalent in English and Maths	✓		A/C/1/R
Personal Effectiveness and Self-Development			
Seizes opportunities and takes the initiative to move things along in a positive way	✓		I
Is adaptable, receptive to new ideas and willing to adjust to new demands and circumstances	✓		I
Understands schools policies on SEND and safeguarding		✓	A/I
Interpersonal Skills			
Co-operates and works well with others in pursuit of team goals, sharing information and supporting others	✓		A/1/R
Communicates orally in a clear, fluent, concise and appropriate way both face to face and via the telephone	✓		A/1
Has ability to liaise confidently with students and staff, and understands when information must be passed onto Line Manager	✓		A/1/R
Analysis and Judgement			
Aware of information sources and how to get information needed	✓		I
Adopts a flexible and creative approach, redefining problems in light of information gathered or changes in context	✓		A/1/R
Aptitudes			
Is flexible, adaptable and realises need to keep certain information confidential	✓		I
Is a good listener and has the ability to adapt to the changing needs of the role in the future	✓		I

*Method of Assessment

Key: A= Application; I=Interview; R=Reference; C=Certificate

All appointments are subject to a full enhanced DBS check.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in

place which promote safeguarding and safer working practice across our schools.