



## Person Specification

### Glasshoughton Infant Academy

### Teaching Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* – C) or equivalent, in English and maths.</li> <li>Good standard of education especially in Numeracy/Literacy or willingness to work towards this.</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Pupils with S.E.N. 2 or 3.</li> <li>Support Work in Schools (S.W.I.S.) Level 3.</li> <li>Wheelchair training.</li> <li>Manual Handling – People.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working or caring for children.</li> <li>Understanding of SEN.</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>The ability to relate well with children with special educational needs.</li> <li>The ability to work well with adults.</li> <li>The ability to work as a member of a team.</li> <li>The ability to use own initiative.</li> <li>Basic knowledge of Technology e.g. ICT.</li> <li>Understanding and appreciation of Child Protection issues</li> <li>Understanding and appreciation of Health, Safety &amp; Security issues.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate knowledge of First Aid.</li> </ul>
<b>Beliefs, Values and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Flexible with ability to adapt to changing priorities.</li> <li>Enthusiasm, drive and energy.</li> <li>Excellent communication skills both written &amp; verbal.</li> <li>Patience / tolerance.</li> <li>Compassion &amp; empathy.</li> <li>Ability to deal with sensitive problems that pupils may have.</li> <li>Ability to be discrete.</li> <li>Team player.</li> <li>Excellent role model for young people and other team members.</li> <li>Willingness to support and contribute to whole school events in and out of school time.</li> <li>Committed to providing the best for all pupils at Glasshoughton Infant Academy.</li> <li>Committed to personal self-development.</li> </ul>	





## Job Description Teaching Assistant

<b>RESPONSIBLE TO</b>	<b>Headteacher</b>
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### MAIN AREAS OF RESPONSIBILITY

- Work with a variety of pupils across a range of special needs, assisting with their learning activities, providing supervision and care.
- Where appropriate to support the integration of pupils into mainstream education.
- Assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- Assist pupils with physical disabilities, including pupils in wheelchairs.
- Assist pupils with specific toileting problems.
- Assist with the display of work.
- Report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with the academy policy.
- Report to the teacher or line manager on pupil progress and achievements in accordance with the academy policy.
- Assist the teacher or the line manager by contributing as directed to a pupils' individual behaviour/education plan.
- Provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- Provide general support with learning activities (e.g. literacy, numeracy, early years) to enable pupils to understand instructions and to ensure they remain on task.
- Assist with the maintenance of equipment and resources.
- Assist pupils in using resources e.g. ICT.
- Assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes.
- Participate in school visits, assisting with activities as required.
- Undertake routine clerical duties including bulk photocopying.

#### Liaison

- Regularly inform teaching staff & Leaders of the pupils' developments, improvements in performance and successful strategies.

#### Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.



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## Health and Safety

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

## Continuing Professional Development

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

All employees of the academy have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake and other responsibilities in line with their grade as requested by the academy.



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