

## PERSONAL SPECIFICATION

### Teaching Assistant 2

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**RESPONSIBLE TO:** Headteacher

**SALARY SCALE:** CLPT 07 – CLPT 11

**WORKING HOURS:** 37.5 hours per week, term time only + 5 TED days  
Annual leave must be taken in school holidays

**LOCATION:** Riversides School, Spring Gardens

| Specification                       | Essential                                                                                                                                                                                                                                                                                                                                                                  | Desirable                                                                                                                                                 | Measured by |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>Willing to undertake professional development</li> </ul>                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>GCSEs or equivalent</li> <li>Knowledge of child development</li> <li>Qualification relevant to the role</li> </ul> | AF          |
| <b>Experience and Knowledge</b>     |                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Experience of working with pupils with SEN</li> </ul>                                                              | AF; I       |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Effective communicator</li> <li>Reflective practitioner</li> <li>Willingness to learn and develop within a team</li> <li>Ability to work both independently and part of a team</li> <li>The ability to support pupils/respond to parents through fluent and accurately spoken English</li> </ul> |                                                                                                                                                           | I; R        |
| <b>Training</b>                     | <ul style="list-style-type: none"> <li>Must be able to train in Team Teach</li> </ul>                                                                                                                                                                                                                                                                                      |                                                                                                                                                           | I           |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                             |  |      |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|
|                                           | <ul style="list-style-type: none"> <li>• Willing to attend training days</li> </ul>                                                                                                                                                                                                                                                                                                         |  |      |
| <b>Attributes and Attitudes</b>           | <ul style="list-style-type: none"> <li>• Self-Motivation</li> <li>• Enthusiasm</li> <li>• Initiative</li> <li>• Able to lead by example</li> <li>• Willing team member</li> <li>• Sense of responsibility</li> <li>• Supportive</li> <li>• Suitability to work with children</li> <li>• Lone working is essential</li> <li>• Driving license is essential with access to vehicle</li> </ul> |  | I; R |
| <b>Equality, diversity, and inclusion</b> | <ul style="list-style-type: none"> <li>• Commitment to equal opportunity and to anti-oppressive and anti-discriminatory practices</li> </ul>                                                                                                                                                                                                                                                |  | A; I |
| <b>Safeguarding</b>                       | <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children</li> </ul>                                                                                                                                                                                                                                                                                |  | A; I |

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.*