

Borrow Wood Primary School  
Person Specification: Apprentice Teaching Assistant



	Essential:	Desirable:
<b>Qualifications</b> Evidenced in: <ul style="list-style-type: none"> <li>• application form</li> </ul>	<ul style="list-style-type: none"> <li>- A good standard of education particularly in English and Mathematics or commitment to complete functional skills in English, maths and ICT alongside the apprenticeship in their own time.</li> <li>- Keen to undertake Professional Development.</li> </ul>	
<b>Experience</b> Evidenced in: <ul style="list-style-type: none"> <li>• letter of application</li> <li>• interview</li> </ul>	The Apprentice Teaching Assistant must have experience of: <ul style="list-style-type: none"> <li>- Engaging with children, including on a voluntary basis in a learning or care environment.</li> </ul>	Experience of: <ul style="list-style-type: none"> <li>- Working with children with Special Educational Needs.</li> <li>- Having worked with children previously.</li> </ul>
<b>Knowledge and understanding</b> Evidenced in: <ul style="list-style-type: none"> <li>• application form</li> <li>• lesson observation</li> <li>• interview</li> </ul>	The Apprentice Teaching Assistant must have knowledge and understanding of: <ul style="list-style-type: none"> <li>- Confidentiality and data protection in all school matters.</li> <li>- Equality of opportunity in day-to-day working practices.</li> <li>- Safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> </ul>	Knowledge of: A range of Special Educational Needs and Disabilities.
<b>Skills</b> Evidenced in: <ul style="list-style-type: none"> <li>• letter of application</li> <li>• lesson observation</li> <li>• interview</li> </ul>	Able to: <ul style="list-style-type: none"> <li>• Communicate effectively - both verbally and in writing using language and other communication skills that children understand and relate to.</li> <li>• Demonstrate active listening skills.</li> <li>• Manage time effectively under the direction of others.</li> <li>• Work effectively in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Have experience of responding calmly and constructively when working with children with SEND.</li> <li>• Implement learning strategies to support children's development and progress.</li> <li>• Accurately report information and evidence back to the class teacher in inform next steps in planning.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Ability to provide general and specific support, including on a 1:1 basis.</li> </ul>
Personal characteristics Evidenced in: <ul style="list-style-type: none"> <li>• letter of application</li> <li>• interview</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to inclusion.</li> <li>• Dedication and determination to get the best out of all our children.</li> <li>• Approachability and empathy.</li> <li>• Enthusiasm and resilience.</li> <li>• A commitment to reflective practice.</li> <li>• Patience: showing warmth, care, sensitivity and interest when dealing with children and carers.</li> <li>• Willingness to be involved in the wider life of the school.</li> <li>• Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas.</li> </ul>	