**GLF Schools - Person Specification**

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| **Job Title:** Teaching Assistant- Pastoral and Inclusion Support | | |
|  | **Essential** | **Desirable** |
| **Education and Training** | | |
| Good General Education including English and Maths at GCSE or equivalent | √ |  |
| NVQ Level 2 Teaching Assistant / Supporting Teaching and Learning in Schools or equivalent |  | √ |
| Trained Emotional Literacy Support Assistant (or willing to undertake this training) | √ |  |
| Qualified Thrive Practitioner (or willing to undertake this training) | √ |  |
| Qualified Safeguarding Lead (or willing to undertake this training) | √ |  |
| **Experience & Skills** |  |  |
| Experience in providing assistance in education |  | √ |
| Experience in working with primary age children | √ |  |
| Basic IT skills | √ |  |
| Advanced IT skills |  | √ |
| Able to clarify and explain instructions to children/students | √ |  |
| Ability to motivate and engage children | √ |  |
| Experience in assisting with the organisation of the learning environment |  | √ |
| Ability to take on routine tasks under the direction of the class teacher/ Inclusion Leader | √ |  |
| Ability to maintain records and pupil files | √ |  |
| Ability to utilise a variety of strategies to engage children and support them in their learning | √ |  |
| Able to plan and prioritise regular and irregular tasks | √ |  |
| Able to respond effectively to support a wide range of pastoral, behavioural and learning needs | √ |  |
| **Personal Attributes** | | |
| An effective communicator | √ |  |
| Ability to remain professional and maintain confidentiality at all times | √ |  |
| Good time management | √ |  |
| Trustworthy and approachable | √ |  |
| Passionate about positively changing the lives of children/students | √ |  |
| The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct | √ |  |
| **Safeguarding** | | |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. | | |