

PERSON PROFILE

TEACHING ASSISTANT (SENIOR ACADEMY)



	Essential	Desirable	Method of Assessment
General Qualifications & Training			
3 GCSEs including English & Maths at Grade C (or equivalent)	✓		AF / D
Evidence of a good standard of literacy/numeracy and a commitment to life-long learning	✓		AF / D / I
Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities	✓		AF / I / R
Experience			
Experience of working with secondary age children in any setting – paid, unpaid, voluntary etc		✓	AF / I / R
Training in relevant learning strategies e.g. literacy and/or particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc		✓	AF / I
General understanding of national curriculum and other basic learning programmes		✓	AF / I
Recent relevant experience of an educationally inclusive environment		✓	AF / I
Experience of working in a school / academy environment		✓	AF / I
An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	✓		AF / I / R
Skills, Knowledge & Aptitudes			
Able to remain calm under pressure.	✓		AF / I
Ability to work with minimum supervision at key times and to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information.	✓		AF / I
Basic knowledge and ability in use of standard Microsoft Office software applications such as Word, Excel	✓		AF / I
Commitment to the promotion of positive values, attitudes and behaviour	✓		AF / I
Ability to use email and the internet	✓		AF / I
Personal Attributes			
A mature and flexible outlook with a 'can-do' attitude	✓		I
Good oral and written communication skills	✓		AF / I
Good interpersonal skills - able to deal effectively with a wide range of people at all levels	✓		AF / I / R

	Essential	Desirable	Method of Assessment
Discrete when dealing with sensitive and / or confidential matters	✓		AF / I / R
Takes ownership of personal development. Willing to pursue development opportunities.		✓	AF / I / R
Able to adapt to changing priorities		✓	AF / I
Able to engage, interest and motivate young people	✓		I / R
A good team worker	✓		AF / I / R
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement	✓		AF / I / R
Other Requirements			
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	✓		AF / I / R
A good sense of humour and perspective	✓		I / R
Good sickness/attendance record in current/previous employment (not including absences resulting from disability)	✓		AF / R
No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments)	✓		AF / I / R
Licence to drive		✓	AF
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).	✓		

AF – Application Form

I – Interview

R – References

D- Documents