**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 |
| 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**