

Budmouth Academy Weymouth Support Staff Person Specification

Job title:	Apprentice Teaching Assistant	
Reports to:	SEND/CO/SLT	Scale

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	(See Key)
Essential	
1. GCSE English and Maths level C or equivalent	1, 2 & 3
Desirable	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
KNOWLEDGE	
Essential	
3. Proficient user of Microsoft Office	1
EXPERIENCE	
Essential	
4. Experience of prioritising workloads, time management and dealing with conflicting priorities.	1, 3 & 4
Desirable	
5. Previously worked in a school setting – including volunteer based	1
KEY SKILLS	
Essential	
6. Sound interpersonal skills with a desire to develop techniques to motivate and support young people	1, 3 & 4
7. Ability to work independently but know when to seek help	1 & 3
8. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4
OTHER FACTORS	
Essential	
9. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
10. Personal and professional resilience to a challenging role	1 & 3
11. Flexibility in working hours according to the needs of the role	1 & 3
12. Able to deal with highly confidential information	1, 3 & 4
13. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
14. Ability to work with a wide variety of people internal and external school	1 & 3

Person Specification prepared by:	HR/SLT
Designation:	Budmouth Academy Weymouth
Date:	May 2024

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References