 Loxley Primary School

PERSON SPECIFICATION

POST: Level 2 Teaching Assistant (part-time)

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | INDICATIVE METHOD OF ASSESSMENT | |
| Qualifications | | |
| * Has appropriate First Aid certificate (desirable – if not in place, school will provide training.) | Application Form and Certificate (if successful at interview and associated tasks) | |
| * Has appropriate Safeguarding/Child Protection Training (desirable – if not in place, school will provide training.) | Application Form and Certificate (if successful at interview and associated tasks) | |
| Experience | | |
| * Excellent communication skills with both adults and children. (essential) | Application Form/Interview and associated tasks/References | |
| * Work or voluntary experience in primary schools (essential) and particularly in Early Years/KS1 (desirable) | Application Form/Interview and associated tasks/References | |
| * An ability to work towards deadlines with high levels of accuracy (essential) | Application Form/Interview and associated tasks/References | |
| * Evidence of excellent practice when working with children (essential) | Application Form/Interview and associated tasks/References | |
| * Strong organisational skills (essential) | Application Form/Interview and associated tasks/References | |
| Knowledge | | |
| * Has knowledge of the National Curriculum requirements (KS1 & KS2) and the Early Years Framework. (desirable) | Application Form /Interview and associated tasks/References | |
| * Understands and is familiar with teaching and learning strategies. (desirable) | Application Form/Interview and associated tasks/References | |
| Skills & Abilities | | |
| * Understands and deploys suitable pedagogy when teaching and has good subject knowledge to support teaching at the age range required. (desirable) | Application Form/Interview and associated tasks/References | |
| * Can recognise the needs of pupils and use information given by class teachers and other professionals in school to support pupils’ learning and welfare (desirable) | Application Form/Interview and associated tasks/References | |
| * Can support good classroom management of resources and is able to maintain safe and tidy working practices. (essential) | Application Form/Interview and associated tasks/References | |
| * Can establish productive working relationships with pupils, acting as a role model and setting high expectations. | Application Form/Interview and associated tasks/References | |
| * Works well within and contributes to team development. Shows keenness to liaise with school staff and other professionals in school. | Application Form/Interview and associated tasks/References | |
| * Assists the class teacher, understands and values the processes of planning, monitoring and evaluation as an aid to raising standards. | Application Form/Interview and associated tasks/References | |
| * Demonstrates successful and appropriate behaviour and activity management following school policies and procedures. (desirable) | Application Form/Interview and associated tasks/References | |
| * Gives evidence of a commitment to an equal opportunities. (essential) | Application Form/Interview and associated tasks/References | |
| **Ability to communicate clearly** | | |
| * Is clear and effective in meetings and in one-to-one discussions with pupils, staff, parents and others. (desirable) | Interview and associated tasks, Application Form, Interview and associated tasks | |
| * Has good oral communication skills with both children and adults and can adapt communication for children of different ages and needs. (essential) | Interview and associated tasks | |
| * Has good written communication skills (essential) | Application form | |
| * Has good presentational and ICT skills in relation to the role. (desirable) | Interview and associated tasks/application form | |
| * Willingness to proactively co-operate and liaise with colleagues. (essential) |  | |
| **Personal and Professional Qualities** | | |
| * Shows enthusiasm for Early Years and active learning and relates to and motivates pupils (essential) | Application Form/Interview and associated tasks/References | |
| * Is enthusiastic, reliable and determined (essential) | Application Form/Interview and associated tasks/References | |
| * Establishes constructive relationships and communicates with other professionals, in liaison with the teacher, to support achievement and progress of pupils. (essential) | Application Form/Interview and associated tasks | |
| * Is able to work under pressure and recognise and manage stress (essential) | Application Form/Interview and associated tasks | |
| * Has flexibility, sensitivity and tact (essential) | Application Form/Interview and associated tasks/ | |
| * Supports pupils consistently whilst recognising and responding to their individual needs including welfare, special needs, medical (first aid) and toileting. (essential) | Interview and associated tasks | |
| * Has commitment to ongoing and professional development. (essential) | Application Form/Interview and associated tasks | |
| * Demonstrates a commitment to safeguarding and child protection. (essential) | Application Form/Interview and associated tasks/References | |
| * Shows awareness of and support of difference and ensure all pupils have equal access to opportunities to learn and develop. (essential) | Application Form/Interview and associated tasks/References | |
| * Supports Loxley Primary School’s ethos and school offer as outlined in ‘Aiming High Together’ on the school’s website. (essential) | Application Form/Interview and associated tasks | |
| * Demonstrate personal and professional conduct as outlined in Peak Edge Multi-academy Trust’s staff code of conduct policy. (essential) | Application Form/Interview and associated tasks/References | |
| * Has ability to select and prepare resources in a timely fashion necessary to support learning. (essential) | Application Form/Interview and associated tasks/References | |
| * Can respond effectively and efficiently to daily challenges seeking support appropriately. (essential) | Application Form/Interview and associated tasks/References | |
| * Can identify potential for own professional development. (desirable) | Application Form/Interview and associated tasks/References | |
| **Safeguarding** | | |
| * Demonstrates that they ensure (or would ensure) that the welfare of children is safeguarded and promoted in line with current best practice, school policy and Local Authority advice. (essential) | | Application Form/Interview and associated tasks/References |
| * Follows school policy in relation to data protection and confidentiality of pupils’, parents’, staff and school information. (essential) | |  |
| * Current DBS check (**essential – this can be processed after selection at interview and associated tasks**) | | Certificate (if successful at interview and associated tasks) |
| * References from previous trainers or employers **(essential)** | | Copies of references if successful prior to interview and associated tasks |