



HARLESTON SANCROFT  
ACADEMY



Diocese of Norwich  
St Benet's  
Multi Academy Trust

### Person Specification: Teaching Assistant

St Benet's Multi Academy Trust and Harleston Sancroft Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	SENDCo
<b>Grade</b>	Scale C
<b>Hours</b>	32.5 hours per week
<b>Location</b>	Based at Harleston Sancroft Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake relevant training/qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills (minimum GCSE grade C/4 in Maths and English).</li> <li>• Level 2 or equivalent in teaching assistance or experience.</li> <li>• First Aid training/training in specific medical procedures.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT to support learning;</li> <li>• Use of other equipment technology - video, photocopier;</li> <li>• Ability to relate well to children and adults;</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities;</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>	

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children</li> <li>• Basic understanding of child development and learning;</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation;</li> <li>• General understanding of National Curriculum and other basic learning programmes;</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> <li>•</li> </ul>	

**Person specification reviewed by:**

**Date:**