

TEACHING ASSISTANT - PERSON SPECIFICATION

SALARY: Level 2 £23,556 - £25,523 Level 3 £25,941 - £28,155 Actual Salary

SALARY: Trainee/Apprentice - Competitive

36.5 hours per week, Term Time Only

Hours 8.30am-4.30pm (Mon – Thurs), 8.30am-3.30pm (Fri)

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in a school or educational environment.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Ability to work with a range of pupils of differing ages and abilities • Ability to identify and help address the strengths and weaknesses of the pupils • Ability to work individually, using initiative in a variety of settings • Ability to work as part of an effective team • Good verbal and written communication skills • Flexibility 	<ul style="list-style-type: none"> • Good IT skills • Experience in planning and delivering targeted support to small groups of young people
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE grade 4 or above in English and Mathematics or equivalent • Teaching Assistant qualification or willingness to undertake the relevant qualification 	
APTITUDES	<ul style="list-style-type: none"> • Discretion when handling sensitive/confidential information • Commitment to the highest standards • High level of motivation and versatility • Optimistic and “can do” personality • High level of personal commitment to the role and personal accountability for its fulfilment • Reliable • Team player 	

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.