

## PERSON SPECIFICATION

### **Job Title:** Teaching Assistant

MOA (Method of Assessment)

AF: Application Form I: Interview T: Test, task or presentation

	Essential	MOA
<b>Qualifications and Professional Development</b>		
<ul style="list-style-type: none"> <li>A good standard of education – preferably GCSE grade C (or equivalent) in English and Maths including accurate literacy and numeracy skills</li> </ul>	✓	AF/T
<ul style="list-style-type: none"> <li>NVQ Level 3 for Teaching Assistants or equivalent</li> </ul>	✓	AF/I
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of supporting young SEMH people in a classroom environment, including those with special educational needs</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Experience of working as part of a team or independently as required</li> </ul>	✓	I
<ul style="list-style-type: none"> <li>Experience of using Information Technology to support young people in the classroom</li> </ul>	✓	AF
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>Knowledge of the legal and organisational requirements for maintaining health, safety and security of yourself and others in the learning environment</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Knowledge of the SEN Code of Practice</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Knowledge of the National AET standards</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the young people</li> </ul>	✓	AF/I/T
<b>Skills &amp; Abilities</b>		
<ul style="list-style-type: none"> <li>Ability to support form team under the direction of the form tutor</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Ability to consistently and effectively implement agreed behaviour management strategies</li> </ul>	✓	I
<ul style="list-style-type: none"> <li>Ability to use language and other communication skills that young people can understand and relate to</li> </ul>	✓	I/T
<ul style="list-style-type: none"> <li>Ability to establish positive relationships with young people and empathise with their needs</li> </ul>	✓	AF/I
<ul style="list-style-type: none"> <li>Ability to demonstrate active listening skills</li> </ul>	✓	I



• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to young people's needs, encouraging the young people to stay on task	✓	AF/I
• Ability to monitor the young people's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	✓	AF/I
• Ability to carry out and report on systemic observations of young people's knowledge, understanding and skills	✓	AF/I
• Ability to assist in the recording of lessons and assessment as required by the teacher	✓	AF/I
• Ability to offer constructive feedback to young people to reinforce self-esteem	✓	AF/I
• Ability to support young people during non-classroom-based activities, e.g. school trips, residential, extra-curricular activities	✓	AF/I
• Ability to work effectively and supportively as a member of a school team	✓	AF/I
• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities	✓	I
<b>Other</b>		
• A commitment to communicate and involve parents and young people in the work of the school	✓	AF/I
• An awareness and understanding of, and commitment to, equal opportunities	✓	I
• An awareness of the issues involved in the education of sick young people or a willingness to learn what they are.	✓	I
• Flexibility to work on different sites as required	✓	I

**James Brindley is** committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

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.

James Brindley Academy undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.

