



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## Hodge Hill Girls' School PERSON SPECIFICATION

Mon - Tue 8.15am – 4.00pm & Wed – Fri 8.15am – 4.05pm

**NAME:**

**POST:** Teaching Assistant

**GRADE:** Grade A

**Subject to formal evaluation under the pay equity review by the salary grade**

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	A* - C in GCSE English or Mathematics or equivalent.  NVQ Level 2 or equivalent  Good numeracy and literacy skills  Good ICT skills		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Certification</li></ul>
<b>Experience</b>	Experience of supporting children in a classroom environment in a secondary school, including those with special educational needs  Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals  Some experience of using ICT effectively  Knowledge of policies and codes of practice/legislation	Knowledge of SIMS	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>
	An ability to fulfil all spoken aspects of the role with confidence using the		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>

	<p>English Language as required by <b>Part 7 of the Immigration Act 2016.</b></p> <p>A good understanding of child development and learning processes</p> <p>The ability to follow instructions from the teacher and also be able to work independently</p> <p>To make effective contributions to the team as appropriate</p> <p>The experience of and the ability to deal positively with children and parents</p> <p>The ability to manage behaviour effectively</p> <p>The ability to implement assessment for learning under the guidance of the teacher</p> <p>Show initiative and work independently</p>		<ul style="list-style-type: none"> <li>• Test</li> </ul>
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Other</b>	Applicant is required to demonstrate their suitability to work with children and that this will include behaviour and attitudes to the use of authority and maintenance of discipline		

Compiled by: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S**

**EQUAL OPPORTUNITIES POLICY**