**Person Specification: Teaching Assistant**

St Benet’s Multi Academy Trust and Garboldisham Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to** | Executive Headteacher, Interim Head of School and SENDCO |
| **Grade**  |  |
| **Hours** |  |
| **Location**  | Based at Garboldisham Church of England Primary Academy You may be required to travel to undertake work at academies and sites within the Diocese of Norwich St Benet’s Multi Academy Trust as needed. |

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Education and Qualifications**  | * Completion of a full and relevant early years and childcare or TA/LSA qualification at Level 2 or above (e.g. Level 2 or 3 Diploma for the Children & Young People’s Workforce, Level 2 or 3 NVQ) or equivalent and relevant experience, knowledge and skills
* GCSEs or equivalent in Maths and English
* Level 1 Safeguarding as a minimum
* A positive approach to gaining further qualifications
* Some understanding of the importance of Health & Safety and Food Hygiene in the workplace
 | * Food Handling certification
* Paediatric or other First Aid certificate
* Completion of
* Other relevant courses
* Completion of a recognised Level 3 Educational qualification, or be working towards completion Further education, e.g. ND, HND or degree
* Health & Safety certificate
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| **Skills and** **Abilities**  | * Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
* Good written and oral skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues
* The ability to work in a team in order to achieve successful outcomes for learners.
* Good numeracy/literacy skills.
* Effective use of ICT to support learning.
* Use of IT equipment and technology – cameras, Ipads, visualisers, video, photocopier.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to relate well to children and adults
* A readiness to maintain high expectations and standards for self and others.
* Excellent organisational, record keeping and planning
* skills
* Punctuality and reliability
* Patience and resilience
* Honesty and trustworthiness
* Communication skills with a particular emphasis on oral skills together with personal qualities of enthusiasm,
* good humour, determination and resilience
* A positive approach to inclusive practice, with children and colleagues
* Enthusiasm for working with children
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| **Experience**  | * Previous experience of working with children aged 4-11 in a voluntary or paid capacity
* Experience in undertaking observations for assessment of children.
* Experience as a Teaching Assistant or Learning Support Assistant within a Primary school or Early Years setting
 | * Trained to successfully deliver phonics programmes, e.g. Jolly Phonics, Read Write Inc, Letters and Sounds
* Trained to deliver intervention programmes
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| **Knowledge and understanding**  | * The responsibility of every individual for safeguarding and promoting the welfare of children
* Knowledge of the Statutory Framework for the Early
* Years Foundation Stage and the National Curriculum
* An understanding of inclusion, making the curriculum accessible to all learners including SEN, G&T and EAL
* Understanding of child development
* Understanding of the relevance of childcare legislation
* Understanding of health and safety and welfare issues within a childcare environment
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| **Other requirements** | * A professional role model who is committed to their own professional development and to developing others
* 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.
* Able to work calmly under pressure and withstand stress
* Able to work flexibly, and to attend meetings and INSET days as required
* A commitment to the provision of high quality childcare
* A positive approach to learning and gaining new skills through teamwork and training opportunities
* A passion for promoting purposeful learning
* The ability to adapt to changing circumstances and needs.
* A positive attitude
* Ability to build a good rapport with children, parents, staff and other professionals
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| **Person specification reviewed by:** **Date:**  |