

## Wheelock Primary School

### PERSON SPECIFICATION

<b>JOB TITLE</b>	TA Primary	<b>GRADE</b>	6
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ATTRIBUTES	DESCRIPTION	DESIRABLE
<b>Knowledge and Experience</b>	<p>Mathematics and English GCSE good pass</p> <p>NVQ Qualification in Childcare or equivalent</p> <p>A range of experience of working with children and young adults</p> <p>Experience of safeguarding processes and procedures</p> <p>Good IT skills</p>	<p>Safeguarding qualification</p> <p>Counselling skills</p> <p>Training/ qualification to run specific relevant support groups and interventions for students and parents</p>
<b>Skills and Abilities</b>	<p>Ability to recognise and resolve/report problems</p> <p>Assist trust in creating a positive working environment</p> <p>Excellent communication skills</p> <p>Awareness of the impact of family, social and environmental factors on the life chances of children and young people</p> <p>Ability to maintain appropriate level of confidentiality</p> <p>Attending and contributing to review and other appropriate meetings</p> <p>Excellent administration skills</p> <p>Good written and verbal skills</p>	<p>Adaptable in one's approach to work</p> <p>Provide information and advice to other member of staff</p>
<b>Personal Qualities</b>	<p>An ability to work effectively within a team</p> <p>Display empathy and understanding of a student's barriers to learning</p> <p>Possess resilience and a positive approach to challenges</p>	<p>Demonstrate personal confidence and drive</p> <p>Take responsibility for identifying own training needs</p>

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

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.

