**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

(Temporary – 1 year)

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * A good general standard of education and understanding of the secondary curriculum; minimum 5 GCSEs (or equivalent) at grade C or above to include Math’s, English and Science
 | * NVQ Level 3 Support Teaching & Learning in Schools (or QCF equivalent, must be recognised course) with relevant experience.
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|  |  | * Qualified Emotional Literacy Support Assistant (ELSA)
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| **Work-related Experience and Associated Skills** | * Effective communication skills, both verbal and written
 | * Experience of working with pupils with Communication and Interaction Difficulties such as Autism
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|  | * Flexible in responding to the changing needs of students and the school environment.
 | * Previous experience as a Teaching Assistant or in a related educational role.
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|  | * Able to note take in class and train to become a Scribe for GCSE and GCE A level exams (if appropriate)
 | * Ability to deal calmly and effectively with students and staff at all times.
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|  | * IT literate (including ability to use Google and Microsoft applications and prepared to learn to support pupils using an iPad.
 | * Ability to adapt to different teaching styles and approaches.
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| **Other relevant experience and training** | * Be aware of and comply with policies and procedures relating to child protection, prevent strategy, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
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| **Personal skills** | * Ability to work effectively within a team of teachers and support staff.
 | * Good initiative.
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|  | * Willingness to collaborate with colleagues to enhance the overall learning environment.
 | * As a role model, display a good level of personal presentation, time management skills and attendance.
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|  | * Empathetic and understanding of students' individual needs.
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure. The Crypt School values the diversity of our workforce and welcomes applications from all sectors of the community.

**June 2024**