



## WISE ACADEMIES

### Person Specification

**JOB TITLE** Teaching Assistant

**GRADE** SCP 3 - 4

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge</b>	
Ensure that pupil's safety is a priority at all times	Interview / application form
Be able to work in line with academy policies and procedures	Interview / application form
To have due regard for equal opportunities, confidentiality, child protection procedures and Health & Safety issues	Interview / application form
Be able to support the pupil in a variety of situations	Interview / application form
Knowledge and understanding of the curriculum, age range, learning styles or SEN as determined by the SEN Code of Practice or the particular needs of the pupil.	Interview / application form
To be able to work cooperatively as part of a team.	Interview / application form /reference
Ability to support teachers in documenting children's learning and development together with basic administration tasks (e.g. Record keeping copying, displays.)	Interview / application form
Be able to support teachers in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken	Interview / application form
Ability to assist in the assessment of individual pupils and to carry out individual observations together with a good knowledge of how children develop and learn effectively.	Interview / application form
Be able to support teachers in developing effective approaches to manage behaviour and discipline problems	Interview / application form

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
Have high expectation of all pupils and be committed to raising their education achievement	Interview / application form
Capacity to assisting in compiling and maintaining pupils' records (i.e. learning journals)	Interview / application form
Undertaking duties in connection with personal hygiene and welfare of the pupil as directed by the teaching staff	Interview / application form
Be able to use ICT to support learning	Interview / application form
<b>Experience/Qualifications</b>	
Hold an appropriate Child Care or Teaching Assistant qualification or be willing to work towards	Application form
Be experienced in working with children with specific needs/SEN	Interview/application form
<b>Work Related Circumstances</b>	
Be a role model for pupil in terms of appearance and behaviour	Interview / application form / reference
Have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of WISE Academies	Interview / application form
Be flexible and reliable	Interview / application form / reference

September 2018