# **PERSON SPECIFICATION: Teaching Assistant- English as an Additional Language POST REFERENCE: 101970**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Possesses Level 2 teaching assistant qualification (F) * Good general standard of education qualifications to GCSE particularly English and Maths (Grades A\*-C) * Recognised and relevant Continuing Professional Development/ Training (F) | * Educated to Level 3 or above (F) |
| * **Work or other relevant experience** | * Experience of working with/ in schools (F)(I)(R) * Experience of working with children/ young people with English as an Additional Language (EAL)/ International New Arrivals (INA) (F)(I)(R) * Experience of working with children, young people and families (F)(I)(R) * Experience of multi-agency working (F)(I)(R) * Ability to organise workload (F)(I) | * Experience of creating and implementing new initiatives (F)(I) * Experience of working with refugees/ asylum seekers (F)(I)(R) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | * Full working knowledge and experience of implementing national curriculum and other relevant learning programmes (F)(I)(R) * Knowledge and commitment to comply with policies and legislation in relation to child protection, health and safety, confidentiality and data protection (F)(I) * Ability to assist in the delivery of learning activities to individuals and small groups under the professional supervision of a teacher (F)(I)(R) * Excellent communication and interpersonal skills (F)(I) * Effective listening, negotiation and motivational skills (F)(I) * Ability to work on own initiative and respond appropriately to guidance (F)(I) * Ability work with professionals, parents, carers and pupils (F)(I) * Ability to assist in the review and evaluation of initiatives and strategies (F)(I)(R) * Ability to use IT systems and management information systems to support effective working (F)(I) | * Knowledge of legislation and initiatives in relation to children and young people with English as an Additional Language, refugees and asylum seekers (F)(I) * Understanding of the barriers to learning and inclusion experienced by vulnerable learners and education providers and strategies that contribute to their resolution (F)(I) | |
| * + **General competencies** | * Creative and flexible approach to working (F)(I)(R) * Ability to adapt to change quickly (F)(I)(R) * Ability to work as part of The Virtual School team and contribute to self evaluation and planning (F)(I) * Ability to work independently (F)(I) * Self motivated (F)(I)(R) * Ability to motivate, inspire and have high expectations of pupils (F)(I)F) * Reliable (F)(I)(R) * Maintain confidentiality (F)(I)(R) * Good attendance and punctuality record (F)(I)(R) * Be able to travel independently around the borough (F)(I) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Equality and Diversity  Safeguarding  Internet Safety  GDPR  Health and Safety | On commencement of employment  Annually  Annually  Annually  On commencement of employment |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.