Person Specification – Teaching & Learning Support Assistant – Grade 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Application** | * Completed application form – can be posted or returned via email to [info@albanyvillageprimary.org.uk](mailto:info@albanyvillageprimary.org.uk) * Well-structured supporting statement indicating suitability for the post. This should include practical examples of successes within a school context (No longer than two sides of A4 please) * Fully supported in reference |  | REFERENCE  LETTER |
| **Qualifications and training** | * NNEB, NVQ 3 or CACHE level 3 or BTEC Level 3 or equivalent qualification in a relevant discipline  5 GCSE’s including Maths and English, grades A-C | * Current first aid certificate or paediatric first aid certificate | APPLICATION FORM  CERTIFICATES |
| **Safeguarding** | * Successful enhanced DBS Disclosure * Demonstrate knowledge of child protection procedures |  | LETTER  DBS CERT  INTERVIEW |
| **Experience** | * Current experience of working within a school environment * Demonstrate high standards of classroom practice * Current experience of planning and evaluating learning experiences * Experience of working with children with a range of needs * Involvement in planning and delivering programmes of learning for individuals, groups and whole classes * Experience of delivering Read Write Inc or another synthetic phonics programme * Experience of working in KS1 and KS2 | * Additional experience/qualification in a curriculum area, e.g. sports, music, ICT, MFL * Experience of working in EYFS | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |
| **Skills, knowledge and aptitude** | * Ability to establish professional relationships and to take an active role within a team * Ability to use initiative and resolve problems as they arise * Good written and oral communication skills * Enthusiasm and ability to use initiative * Ability to contribute to meetings and liaise with other agencies * Excellent ICT skills for organisation and to support teaching and learning * A willingness to work co-operatively with a wide range of professionals * Willingness to undertake further appropriate training as required by Senior Management Team * Ability to work within the LA and school’s policies and guidelines. | * Ability to work with whole classes. | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |
| **Personal Attributes** | * Approachable manner, reliable, conscientious, articulate * Sensitive to the needs of vulnerable children and their parents * Commitment to achieve high standards and to continuing personal and professional development * High level of confidentiality and discretion * Enthusiasm, drive and flexibility. * Calm and positive approach * Good health and attendance record * Willingness to get involved in all aspects of school life | * Willingness to further develop professional knowledge and understanding | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |