WISE ACADEMIES

Person Specification

JOB TITLE Teaching Assistant

GRADE SCP 5 - 6

Minimum Essential Requirements	**Method of Assessment**
Skills/Knowledge	
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 pupils 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 school pupils	Interview / application form
Assisting in the preparation and review of I.E.P.s	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

Minimum Essential Requirements	**Method of Assessment**
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 pupils as directed by the teaching staff	Interview / application form
Be able to use ICT to support learning	Interview / application form
Experience/Qualifications	
Hold an appropriate Level 3 qualification	Application form
Work Related Circumstances	
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
Be willing and able to provide occasionally cover / supervision in the absence of the class teacher	Interview / application form