



## WISE ACADEMIES

### Person Specification

**JOB TITLE** Teaching Assistant

**GRADE** SCP 3-4

Minimum Essential Requirements	Method of Assessment
<b>Experience/Qualifications</b>	
Hold an appropriate Child Care or Teaching Assistant qualification	Application form
Be experienced in working with children with specific needs/SEN	Interview/application form
<b>Knowledge</b>	
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 have due regard for equal opportunities, confidentiality, child protection procedures and Health & Safety issues	Interview / application form
Ensure that pupil's safety is a priority at all times	Interview / application form
Have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of WISE Academies	Interview / application form
<b>Skills and Competencies</b>	
Be able to work in line with academy policies and procedures	Interview / application form
Be able to support the pupil in a variety of situations	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,	Interview / application form

recording and evaluation of pupils' progress, including providing feedback on observations undertaken	
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
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
Be a role model for pupil in terms of appearance and behaviour	Interview / application form / reference
Be flexible and reliable	Interview / application form / reference