



**WISE**  
**ACADEMIES**  
We Inspire Success and Excellence

**WISE ACADEMIES**

**Person Specification**

**JOB TITLE** Teaching Assistant

**GRADE** SCP 3-4

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
<b>Experience/Qualifications</b>	
Hold an appropriate Level 2 qualification	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 school pupils	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 pupils 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, recording and evaluation of pupils' progress, including providing feedback on observations undertaken	Interview / application form
Ability to assist in the assessment of individual	Interview / application form

pupils and to carry out individual observations together with a good knowledge of how children develop and learn effectively.	
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 pupils 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
Be willing and able to provide occasionally cover / supervision in the absence of the class teacher	Interview / application form