Person Specification – Teaching & Learning Support Assistant – Grade 2

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Application** | * Completed application form – can be posted or returned via email to 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
 |  | REFERENCELETTER |
| **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 FORMCERTIFICATES |
| **Safeguarding** | * Successful enhanced DBS Disclosure
* Demonstrate knowledge of child protection procedures
 |  | LETTERDBS CERTINTERVIEW |
| **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 FORMLETTERINTERVIEWREFERENCE |
| **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 FORMLETTERINTERVIEWREFERENCE |
| **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 FORMLETTERINTERVIEWREFERENCE |