

WISE ACADEMIES

Person Specification

JOB TITLE

Teaching Assistant

GRADE

SCP 5-6

Minimum Essential Requirements	Method of Assessment	
Experience/Qualifications		
Hold an appropriate Level 3 qualification	Application form	
Knowledge		
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	
Skills and Competencies		
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	
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	Interview / application form	

undertaken	
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	Interview / application form
effective approaches to manage behaviour	
and discipline problems	
Have high expectation of all pupils and be	Interview / application form
committed to raising their education	
achievement	
Capacity to assisting in compiling and	Interview / application form
maintaining pupils' records (i.e. learning	
journals)	
Undertaking duties in connection with	Interview / application form
personal hygiene and welfare of pupils as	
directed by the teaching staff	
Be able to use ICT to support learning	Interview / application form
Be a role model for pupil in terms of	Interview / application form / reference
appearance and behaviour	
Be flexible and reliable	Interview / application form / reference
Be willing and able to provide occasionally	Interview / application form
cover / supervision in the absence of the class	
teacher	
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