



Hope Academy

A joint Catholic & Church of England Academy

Person Specification - Teaching Assistant (SEN)

| | Essential | Desirable |
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| Qualification and Development: | <ul style="list-style-type: none"> • Numeracy and literacy skills to GCSE /level2 or equivalent; • Willingness to participate in relevant training and development opportunities; • Willingness to undertake appointed person certificate in first aid administration; • Evidence of recent and relevant continuing professional development. • NVQ level 2 or 3 teaching Assistant Qualification or equivalent | <ul style="list-style-type: none"> • Further completed professional study; • Training in special educational needs strategies; • Specialist subject knowledge in mathematics or English or SEN; |
| Leadership: | <ul style="list-style-type: none"> • Be fully committed to the vision of the Academy and promote its aims positively; • To be fully committed to achieving the highest of standards and best practice across all aspects of the Academy; • To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to development. | |
| Recent Professional Experience: | <ul style="list-style-type: none"> • Minimum of 2 years experience of working and/or caring for children in an education setting; • Experience of working in a classroom environment. | |
| Knowledge: | <ul style="list-style-type: none"> • Working knowledge of relevant policies/codes of practise and | <ul style="list-style-type: none"> • An understanding and working knowledge of the national |

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| | <ul style="list-style-type: none"> legislation; • Understanding of inclusion, especially within a school setting; • Experience of resources preparation to support learning programmes; • Effective use of ICT to support learning; • Ability to use other basic technology; • Working knowledge of classroom practices and roles and responsibilities. | <ul style="list-style-type: none"> curriculum and other; • Working knowledge and understanding of principles of child development, learning styles and Independent learning learning programmes; • Basic understanding of child development and learning processes video, photocopier. |
| Professional Skills: | <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities; • Ability to build and maintain effective working relationships with all pupils and colleagues; • Ability to promote a positive ethos and role model positive attributes; • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate; • Ability to adapt own approach in accordance with pupil needs; • Excellent personal numeracy and literacy skills; • ICT skills to be able to support learning; • Excellent Listening skills; • Competent user of Microsoft Office suite; • Good organisational skills; • Ability to communicate effectively with all members of the school community; • Good level of ICT skills; • Good interpersonal skills. | |
| Personal qualities | <ul style="list-style-type: none"> • Demonstrate high expectations of all pupils; • Demonstrate respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements; • Ability to build and maintain | |

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| | <p>successful relationships with pupils treat them consistently, with respect and consideration, and demonstrate concern for their development as learners;</p> <ul style="list-style-type: none"> • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work; • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice; • Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning; • Able to improve their own practice through observations, evaluation and discussion with colleagues; • Able to work as part of a team; • Flexible in approach; • Calm; • Well Organised; • Able to work under pressure; • Well-presented appearance and professional manner; • Self-motivated and able to work with minimal supervision; • Understanding of the importance of confidentiality; • A determination, conviction and commitment towards success for the Academy; • Good emotional intelligence; • A personal commitment to on-going professional development; • Flexibility and willingness to be involved in the school. | |
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