

**West Riding Academy**

**Person Specification**

**Post Title:** Teaching Assistants

**Band:** Conditions: Permanent, Term Time only (plus inset days) 36 hours per week

**Salary:** £18,358 - £18,692

**Pay Range:** Band D is SCP 5 – 6, FTE £21,575 - £21,968 - 36 hours Term time plus inset days

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|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications & Experience**   * Grade C or above in both English & Maths GCSE or equivalent * Experience of supporting children with special educational needs and challenging behaviour |  |  | AF    AF |
| **Classroom experience**   * Ability to make sound judgements regarding the attainment & progress of pupils * Working in a school with children with SEND * Knowledge of the National Curriculum and supportive strategies, accredited pathways. * Understanding of pupil progress and outcomes * Has experience of the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans. * Can provide positive feedback to pupils in relation to progress, achievement, behaviour and attendance. * Able to deliver a diverse package of learning & pastoral support to pupils. |              |              | AF/I    I/R      AF/R    AF/I/R    I/R    AF/I/R  AF/I/R  I |
| **Developing self and working with others**   * Ability to set appropriate and challenging targets for self and others * Ability to make and take decisions both individually part of a team. * An understanding of when to consult or seek advice and when to be responsive to feedback * Ability to contribute to and share information about the pupils with the teachers and team. * Commitment to partnership between staff, parents and pupils * Demonstrate ability to work sensitively and effectively with parents/carers as agreed. |                      |  | I/R    I    I    I/R    AF/I/R    AF/I/R |
| **Securing Accountability**   * Ability to use information and observations of pupils and teachers to inform strategies to support learning, behaviour and attendance. * Ability to address barriers to learning, discuss relevant issues and achieve a resolution. |  |  | I/R        AF/I |

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| * To demonstrate capacity to work independently or part of team with individuals or groups of children |  |  | I/R |
| **Personal Qualities and Attributes**   * Excellent interpersonal skills with the ability to enthuse and motivate others * Self-reflective * Ability to prioritise * Ability to work under pressure * Dynamic, positive, creative and constructive * Open and approachable * Conscientious, honest and reliable * Child centred * Capacity to make dynamic risk assessments and remain calm in challenging circumstance. |                     |  | I    I  I  I  I  I  I/R  I/R  I/R |
| **Safeguarding**   * Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children * A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults * An understanding of and commitment to equal opportunities issues both within the work place and the community in general * A criminal records check at and enhanced level * Exempt from the rehabilitation of Offenders Act, 1974 (All spent convictions to be declared) |                    |  | I/R    AF/I/R      I    CRB/DBS    AF |
| **Physical requirements**   * No serious health problems which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments) * Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability) |        |  | I/R      I/R |

Key: AF – Application Form I – Interview O - Observation R – Reference

This specification has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

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