

## HENLOW CHURCH OF ENGLAND ACADEMY

### Person Specification. Learning Support Teaching Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED BY:
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grades A* - C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A Level or above</li> </ul>	<ul style="list-style-type: none"> <li>Application Form and Verification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a busy environment</li> <li>Ability to manage a large amount of work</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of working in another phase of education in a classroom support role</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
<b>Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>Ability to work collaboratively with teachers and others</li> <li>Excellent interpersonal skills with the ability to communicate effectively with pupils, parents/carers and appropriate agencies</li> <li>Meticulous record keeping skills</li> <li>Ability to take responsibility and work with autonomy and initiative within set boundaries</li> <li>Good written communication skills</li> <li>The ability to use ICT effectively to support learning and teaching and the performance tracking of pupils</li> <li>Good time management skills with the ability to prioritise and multi-task</li> <li>Have high expectations of pupil attendance, performance and behaviour</li> <li>Manage behaviour effectively and support the class teacher in doing so</li> <li>Recognise the role that parents, carers, families play in helping children succeed and thrive.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge or experience of phonics</li> <li>Experience of having worked with teachers, non-teaching staff and young people</li> <li>Experience of having worked in a Learning Support environment.</li> <li>An awareness of the current educational system, the National Curriculum, (and) current SEND reforms and Literacy and Numeracy developments</li> <li>Ability to use SIMs and other programmes to monitor attendance, behaviour and progress</li> <li>Experience of having monitored the performance and work of pupils, using data</li> <li>Experience of Behaviour Management techniques</li> <li>Experience of having worked with parents/carers to challenge and support their children</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Selection Process</li> <li>Interview</li> </ul>

<b>Motivation</b>	<ul style="list-style-type: none"> <li>▪ Self-motivation and self-reliance</li> <li>▪ Commitment to your own professional</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake a SEND/Literacy/</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ References</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>▪ Be aware of and be able to meet the physical needs of the pupils to ensure their safety and their full participation in their learning</li> <li>▪ The ability to work effectively in challenging circumstances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of having worked with pupils with a variety of needs</li> <li>▪ The ability and willingness to undertake extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ References</li> <li>▪ Interview</li> </ul>
<b>Other factors, skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ A well-presented letter</li> <li>▪ A commitment to the philosophy and aims of Henlow Church of England Academy.</li> </ul> <p>Note: Full DBS clearance will be required</p>	<ul style="list-style-type: none"> <li>▪ Involvement in the full life of the school</li> <li>▪ A positive, “can-do” approach with colleagues and pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ Interview</li> </ul>