# HENLOW CHURCH OF ENGLAND ACADEMY

**Person Specification. Learning Support Teaching Assistant**

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| KEY CRITERIA | ESSENTIAL | DESIRABLE | IDENTIFIED BY: |
| **Education & Qualifications** | * GCSE English and Maths at grades A\* - C or equivalent | * Educated to A Level or above | * Application Form and Verification |
| **Experience** | * Experience of working in a busy environment * Ability to manage a large amount of work | * Experience of working with young people * Experience of working in another phase of education in a classroom support role | * Application Form * References |
| **Knowledge, Skills and Understanding** | * Ability to work collaboratively with teachers and others * Excellent interpersonal skills with the ability to communicate effectively with pupils, parents/carers and appropriate agencies * Meticulous record keeping skills * Ability to take responsibility and work with autonomy and initiative within set boundaries * Good written communication skills * The ability to use ICT effectively to support learning and teaching and the performance tracking of pupils * Good time management skills with the ability to prioritise and multi-task * Have high expectations of pupil attendance, performance and behaviour * Manage behaviour effectively and support the class teacher in doing so * Recognise the role that parents, carers, families play in helping children succeed and thrive. | * Knowledge or experience of phonics * Experience of having worked with teachers, non-teaching staff and young people * Experience of having worked in a Learning Support environment. * An awareness of the current educational system, the National Curriculum, (and) current SEND reforms and Literacy and Numeracy developments * Ability to use SIMs and other programmes to monitor attendance, behaviour and progress * Experience of having monitored the performance and work of pupils, using data * Experience of Behaviour Management techniques * Experience of having worked with parents/carers to challenge and support their children | * Application Form * References * Selection Process * Interview |

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| **Motivation** | * Self-motivation and self-reliance * Commitment to your own professional development and the Henlow Church of England Academy ethos and ideals. * Enthusiasm for teaching and commitment to inclusion and enrichment activities * Commitment to working effectively with parents/carers, external partners and other agencies and schools to support the learning of children to define and realise the school’s vision * Commitment to our local community and improving the life chances of the pupils in our community * Ability to work cooperatively as a positive team member * High expectations of yourself and the pupils   Willingness to embrace change and new ideas in an evolving team | * Willingness to undertake a SEND/Literacy/ Numeracy/Phonics related qualification * Commitment to excellence in learning and teaching and experience of sharing good practice   Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of pupils | * Application * References   Interview |
| **Physical** | * 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 * The ability to work effectively in challenging circumstances | * Experience of having worked with pupils with a variety of needs * The ability and willingness to undertake extra-curricular activities | * References * Interview |

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| **Other factors, skills and Knowledge** | * A well-presented letter * A commitment to the philosophy and aims of Henlow Church of England Academy.   Note: Full DBS clearance will be required | * Involvement in the full life of the school * A positive, “can-do” approach with colleagues and pupils | * Application * Interview |