# 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
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| **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
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| **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
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