**HENLOW CHURCH OF ENGLAND ACADEMY**

**Person Specification. Learning Support Teaching Assistant**

| KEY CRITERIA | ESSENTIAL | DESIRABLE | IDENTIFIED BY: |
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| **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 with young people<br>▪ Experience of working in another phase of education in a classroom support role | ▪ Application Form<br>▪ References |
| **Knowledge, Skills and Understanding** | ▪ Ability to work collaboratively with teachers and others<br>▪ Excellent interpersonal skills with the ability to communicate effectively with pupils, parents/carers and appropriate agencies<br>▪ Meticulous record keeping skills<br>▪ Ability to take responsibility and work with autonomy and initiative within set boundaries<br>▪ Good written communication skills<br>▪ The ability to use ICT effectively to support learning and teaching and the performance tracking of pupils<br>▪ Good time management skills with the ability to prioritise and multi-task<br>▪ Have high expectations of pupil attendance, performance and behaviour<br>▪ Manage behaviour effectively and support the class teacher in doing so<br>▪ Recognise the role that parents, carers, | ▪ Willingness to undertake a HLTA qualification<br>▪ Knowledge or experience of phonics<br>▪ Experience of having worked with teachers, non-teaching staff and young people<br>▪ Experience of having worked in a Learning Support environment involving Literacy, Numeracy and Phonics<br>▪ An awareness of the current educational system, the National Curriculum, (and) current SEND reforms and Literacy, Numeracy and Phonics developments<br>▪ Ability to use SIMs and other programmes to monitor attendance, behaviour and progress<br>▪ Experience of having monitored the performance and work of pupils, using data<br>▪ Experience of Behaviour Management techniques<br>▪ Experience of having worked with parents/carers to challenge and support their children | ▪ Application Form<br>▪ References<br>▪ Selection Process<br>▪ Interview |

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

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