

## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be subject to a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

**JOB TITLE: Teaching Assistant**

**ASPIRE GRADE: 4**

**DEPT/SERVICE: The Aspire Educational Trust**

**JOB REF: ASPIRE 5059**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Appropriate qualification (at least NVQ Level 3)</li> <li>Evidence of Continuing Professional Development</li> <li>An accredited First Aid qualification</li> <li>Completion of Safeguarding Awareness course</li> <li>Completion of other relevant courses</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Appropriate certificates to be produced at interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous successful experience of assisting teaching and learning in a classroom setting</li> <li>Experience of working closely with a class teacher</li> <li>Knowledge of interventions which make an impact on pupil outcomes</li> <li>Evidence of impact on children's learning</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Letter of Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>A highly motivated individual who demonstrates initiative and who aims for very high standards</li> <li>Committed to providing the best for children</li> <li>Ability to work closely as a member of a team</li> <li>Enthusiasm for working with young children</li> <li>An interest in the care, learning and development of young children</li> <li>A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>knowledge and experience of supporting children to learn to read (phonics, guided reading)</li> <li>knowledge of positive discipline and understanding of the relationship between self-esteem and successful learning</li> <li>Willingness to learn and adapt to the changing needs of the child</li> <li>Commitment to their own professional development</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Letter of Application</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>Patience</li> <li>Reliability and trustworthiness</li> <li>A positive approach to inclusive practice, with children and colleagues</li> <li>Adaptability</li> <li>Punctuality</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility – occasionally working hours might be changed e.g due to parents evening</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>Letter of Application</li> </ul>

The Aspire Educational Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.