

## Person Specification Temporary Teaching Assistant

The Futures Trust and Keresley Academies are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Class Teacher
<b>Grade</b>	3      £6,453 - £6,848 per annum pay award pending
<b>Hours</b>	15 hours per week Term Time Only until 31 <sup>st</sup> August 2021
<b>Location</b>	Based at Keresley Grange or Keresley Newland Academy

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in a relevant discipline</li> <li>• GCSEs grade C (4) or above in English and Maths or equivalent level of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to relate well to both children and adults</li> <li>• Highly organised; able to plan and prioritise</li> <li>• Able to follow instruction and seek clarity when required</li> <li>• Able to communicate effectively both verbally and in writing with a range of audiences including pupils, teachers, other professionals and parents</li> <li>• IT literate including Microsoft word and outlook</li> <li>• Able to understand curriculum content and make it accessible to pupils</li> <li>• Able to be proactive, pre-empting pupil needs</li> <li>• Able to implement action plans for individual and groups of pupils</li> </ul>		Application Form Interview Test



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<b>Skills and Abilities Continued</b>	<ul style="list-style-type: none"> <li>• Able to adapt and modify materials and resources to make them accessible to pupils</li> <li>• Able to support with the implementation of the school's Behaviour Policy</li> <li>• Able to work as an effective team member and work on own initiative</li> <li>• Able to interpret and use data</li> <li>• Able to maintain confidentiality and data security</li> <li>• Able to consistently produce high quality work</li> <li>• Able to deal with situations calmly and efficiently</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> </ul>		Application Form Interview Test
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 12 months relevant experience of working with primary school aged children or with specific special needs</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring, recording and making basic assessments about individual progress</li> </ul>	Application Form Interview
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Basic understanding of child development and learning</li> <li>• Knowledge of relevant learning strategies</li> <li>• Child protection and health and safety in the school context</li> <li>• Understanding of relevant codes of practice and legislation</li> </ul>		Application Form Interview Test
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> </ul>		Application Form Interview



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<b>Other requirements continued</b>	<ul style="list-style-type: none"><li>• Committed to and able to promote the aims of the school and the values of the Trust: - Learners First, - It's about Learning - No Barriers.</li><li>• Able to work calmly under pressure and withstand stress</li><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>		
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**Person specification reviewed by: Nicola Penlington, Headteacher**

**Date: September 2020**