



Person Specification

Pastoral Teaching Assistant Level 3 - Grange Farm Primary School

Criteria		Essential	Desirable	How will this be assessed?
Knowledge	An understanding of the challenges facing young people	✓		A, I
	An understanding of mentoring relationships with pupils	✓		A, I
	An understanding of the range of agencies and activities that provide support for pupils		✓	A, I
	An awareness of literacy and numeracy strategies	✓		A, I, R
Skills and Abilities	To devise and implement action plans for individual pupils	✓		A, I
	Good verbal and written communication skills in face-to-face situations, and in the production of accurate written records and formal notes, and the provision of support to the Senior Leadership Team	✓		A, I
	To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process	✓		A, I, R
	To identify and set targets for the development for individual pupils	✓		A, I, R
	To work effectively with teachers and leaders within the school	✓		A, I, R
	To work effectively with a wide range of support services	✓		A, I
	To develop productive and supportive relationships with young people	✓		A, I, R
	Basic IT skills including word processing, Outlook and an ability to access information via the internet	✓		A, I, R
	Able to work both independently using own initiative and as part of a team	✓		A, I, R
	Ability to prioritise own workload and meet deadlines/targets as necessary	✓		A, I, R
Experience	Relevant work with young people, experience in one of a range of fields such as education, youth work, health and social work	✓		A, I, R
Educational	A relevant qualification in working	✓		A, I

	with children at NVQ2 Level or above or evidence of equivalent experience in a professional environment			
	A willingness to participate in in-service training and professional development linked to the role.	✓		A, I
Safeguarding	Suitable to work with children	✓		A, I, R

Key – A = Application, I = Interview Process, R = Reference

This post is exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).