

Person Specification Teaching Assistant

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

Responsible to	College Director
Grade	Grade 3 (pro rata salary £16,356 - £17,357 per annum)
Hours	37 hours per week, term time only plus one week (39 weeks)
Location	Based at President Kennedy School

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent • Educated to Advanced Level / NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> • A level 3 or 4 qualification of specific relevance to role 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> • Highly organised; can prioritise and work well under pressure. • Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents • IT literate including Microsoft word, excel and outlook. • Able to be proactive, pre-empting student needs. • Able to understand curriculum content and make it accessible to students. 		Application Form Interview Written Test

<p>Skills and Abilities continued</p>	<ul style="list-style-type: none"> • Able to implement action plans for individual and groups of students. • Able to adapt and modify materials and resources to make them accessible to students. • Able to support with the implementation of the school's Behaviour Policy. • Able to work as an effective team member and work on own initiative. • Able to interpret and use data. • Able to maintain confidentiality and data security. • Able to consistently produce high quality work. • Able to deal with situations calmly and efficiently. 		<p>Application Form Interview Written Test</p>
<p>Experience</p>	<ul style="list-style-type: none"> • A minimum of 1 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. 	<ul style="list-style-type: none"> • Working to support classes in a secondary school environment 	<p>Application Form Interview</p>
<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people. • Understanding of the roles played by various adults in the education of young 	<ul style="list-style-type: none"> • Basic knowledge of the nature of work undertaken by a secondary school. 	<p>Application Form Interview</p>

	people.		
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others. • 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. • Able to work calmly under pressure and withstand stress. • Able to work flexibly, and to attend meetings and INSET days as required. 		Application Form Interview

Person specification reviewed by: Sam Rooke, Deputy Headteacher

Date: June 2020