

## Teaching Assistant and Lunchtime Supervisor Person Specification

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	<b>Essential</b>	<b>Desirable</b>
Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified to a minimum of NVQ 2, equivalent or higher level qualifications which show a depth of learning</li> <li>• GCSE Grade A- C in Maths and English</li> <li>• Willingness to undertake further training</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or higher</li> <li>• First Aid qualification</li> <li>• Previously worked in an education setting as a Teaching Assistant</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Have experience, or prior knowledge, of supporting children with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting children in use of ICT in school</li> <li>• Experience of delivering speech and language and core stability exercise programmes</li> <li>• Using signing to communicate with children</li> <li>• Ability to work as part of a large team</li> <li>• Managing large groups of children</li> </ul>
Professional Values	<ul style="list-style-type: none"> <li>• Flexible approach to working</li> <li>• Able to establish and develop effective relationships with staff, parents, local governors, Trust central staff and Directors</li> <li>• Able to maintain confidentiality</li> <li>• Positive attitude to self-improvement – reflective and open to new ideas</li> </ul>	
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• How children develop</li> <li>• How to support children in literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Single Equalities, Data Protection (GDPR) AND Health &amp; Safety</li> <li>• Level 2 or equivalent safeguarding training</li> <li>• Knowledge of how to support children with ASD</li> </ul>



Skills	<ul style="list-style-type: none"> <li>• Patience, kindness and a genuine interest in children</li> <li>• Effective communication with children, parents and colleagues</li> <li>• Ability to exercise initiative</li> <li>• Sensitivity, tact and calmness</li> <li>• Promote a positive work environment</li> <li>• Work with an individual or group</li> <li>• Reinforce teaching points</li> <li>• Address pupils' misconceptions</li> <li>• Teach new concepts as agreed with the class teacher</li> <li>• Model acceptable behaviour</li> <li>• Extend children's thinking skills</li> <li>• Suggest ways of developing learning</li> <li>• Encourage good social skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deliver pre-planned programmes of work to children</li> <li>• Ability to organise enjoyable games and activities that engage pupils during 'free' periods of time</li> <li>• Ability to recognise own limitations and where specialist skills are required</li> <li>• Management of pupil behaviour</li> <li>• Provide strategic for spelling, reading and number skills</li> <li>• Assess children's understanding of text and reading skills</li> <li>• Assess children's understanding of maths concepts</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Willingness to accept direction</li> <li>• Willing to support health care/toilet plans for children</li> <li>• Confident and committed to upholding the Christian ethos and values of the Trust and academy</li> <li>• Punctual</li> <li>• Approachable and empathetic</li> <li>• Creative and enthusiastic</li> <li>• Organised and resourceful</li> <li>• Committed</li> </ul>	<ul style="list-style-type: none"> <li>• Practicing Christian</li> </ul>
Special requirements	<ul style="list-style-type: none"> <li>• Be willing to undergo an Enhanced Disclosure and Barring Check</li> <li>• Be willing to undergo all other pre-employment checks, including health and attendance disclosures, including from previous employers</li> </ul>	

**The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.**

**Any offer of employment is conditional upon an enhanced certificate issued by the Disclosure and Barring Service, in line with the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.**

**In line with the Good Shepherd Trust Safeguarding and Child Protection policy, you will be expected to adhere to all Good Shepherd Trust and school procedures and protocols in relation to safeguarding.**



The Trust is an equal opportunities employer and welcomes applicants from all sections of the community.

The Good Shepherd Trust, a company limited by guarantee.  
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