

## PERSON SPECIFICATION

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| Section: <b>Learning Support</b>            | Reports to: <b>Deputy Head</b>   |
| Job Title: <b>Senior Assistant Teacher</b>  | Grade/Salary Range: <b>3-4 £22,690 - £26,744<br/>£16,902 - £19,922 (pro-rata)<br/>(depending on qualifications/experience)</b> |
| Working Pattern: <b>32.5 hours per week</b> | Working Weeks per annum: <b>39</b>   |

| Factors                            | Essential  | Desirable   | Assessment Method                        |
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| <b>Education &amp; Experience</b>  | <p>NVQ Level 3 or equivalent</p> <p>GCSE Maths &amp; English (A-C grade)</p> <p>Attend induction training; NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post, including behaviour management and Child Protection training.</p>  | <p>HLTA qualification (not essential as training will be given to achieve the qualification)</p> <p>NVQ Level 4 or equivalent</p> <p>Training in relevant learning strategies e.g. literacy.</p> <p>A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p> | <p>Certificates at Interview</p>         |
| <b>Knowledge and Understanding</b> | <p>Understanding of behaviour management strategies.</p>   | <p>Knowledge of the requirements of the national literacy and numeracy strategies.</p> <p>Knowledge &amp; understanding of the National Curriculum including the literacy and numeracy strategies.</p> <p>Understanding of First Aid procedures.</p>  | <p>Application Form</p> <p>Interview</p> |
| <b>Skills</b>                      | <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Sound IT skills to support learning and maintain electronic information systems.</p> | <p>Effective oral and written communication skills.</p>   | <p>Application Form</p> <p>Interview</p> |

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| <p><b>Abilities</b></p> | <p>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability to organise, lead and motivate a team.</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&amp;L.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> | <p>Ability and willingness to work constructively as part of a team</p> <p>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Ability to help children and young people to transfer their learning to other parts of their lives.</p> <p>Ability to provide a good role model to pupils.</p> <p>Ability to work in partnership with parents/carers and teachers.</p> <p>Ability to use own initiative and work flexibly.</p> <p>Ability to deliver services to customers meeting the Academy's standard for customer care.</p> <p>A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.</p> <p>A commitment to deliver services with the framework of the Academy's equal opportunities policy.</p> | <p>Application Form</p> <p>Interview</p> |
| <p><b>Other</b></p>     | <p>Willingness to attend school training sessions.</p> <p>Empathy with young people facing barriers to their learning.</p> <p>A commitment to helping young</p>  |   | <p>Application Form</p> <p>Interview</p> |

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|  | <p>pupils achieve, through education and learning.</p> <p>An understanding of and a genuine commitment to Equal Opportunities.</p> <p>Car driver</p> <p>Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.</p> |  |  |
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**Signature: .....**  
**Job Holder**

**Date: .....**

**Signature: .....**  
**Line Manager**

**Date: .....**