



# Person Specification

Job Title: **Teaching Assistant at Finch**

Grade / Salary: Scale 4

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

## EDUCATION

<i>Essential</i>		<b>Evident in Application</b>	<b>Evident at Interview</b>
1.	Educated to NVQ2 level or equivalent	✓	

## EXPERIENCE

<i>Essential</i>			
2.	Five years' experience working with students and families	✓	
3.	Experience of supporting students with identified SEMH	✓	✓
4.	A good knowledge and awareness of developments in student and parent/carer support	✓	
5.	A sound understanding of planning and organisation	✓	
6.	Experience of in-class curriculum support	✓	✓
7.	The ability to communicate effectively and appropriately with staff, students and parents/carers, and to be able to prepare reports, profiles and maintain clear and comprehensive records		✓
8.	An awareness of the range of strategies to address the needs of vulnerable students	✓	
9.	Experience of leading and co-ordinating engagement strategies	✓	
10.	A familiarity with Information Technology and with its educational uses as well as an ability to use IT effectively to fulfil administrative requirements	✓	
11.	A proven track record of working with external agencies	✓	
12.	Proven administrative and organisational skills	✓	
<i>Desirable</i>			
13.	An understanding of target setting and action planning	✓	✓

## PERSONAL

<i>Essential</i>			
14.	Evidence of energy, enthusiasm and resilience		✓
15.	A strong sense of loyalty to the school	✓	
16.	Evidence of effective team work	✓	

17.	An ability to maintain professional integrity even when under pressure		✓
18.	A good work ethic and a professional approach		✓
19.	A willingness to work flexibly including attending after school events and home visits	✓	
<i>Desirable</i>			
20.	Good sense of humour and perspective		✓
21.	An interest in developing professionally.	✓	✓

Signed .....

Name: .....

Dated: .....