

Person Specification

Professional Assistant



| | Essential | Desirable |
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| Qualifications, and Training | <ul style="list-style-type: none"> GCSE English and Maths or equivalent qualification Level 4 Qualification | <ul style="list-style-type: none"> A commitment to personal professional learning and development |
| Experience, Knowledge and Understanding | <ul style="list-style-type: none"> Can evidence strong communication and interpersonal skills in a professional context with young people, parents and colleagues | <ul style="list-style-type: none"> Experience of working within an educational context Experience of providing enrichment activities to extend learning outside of the classroom |
| Skills and Abilities | <ul style="list-style-type: none"> Ability to work with a wide range of people Good organisational skills Ability to efficiently complete basic administration tasks Strong Information Technology Skills Ability to work independently and as part of a team Ability to help students in the learning and support process | <ul style="list-style-type: none"> Experience of facilitating student learning |
| Personal Qualities and Attributes | <ul style="list-style-type: none"> A commitment to inclusion A commitment to the values and vision of Maltby Academy and Trust Ability to think creatively Ability to form and maintain appropriate relationships and personal boundaries with young people and carers Ability to communicate effectively and concisely both in verbal and written form to a variety of audiences | <ul style="list-style-type: none"> Able to contribute new ideas Ability to establish positive professional relationships, recognise potential, motivate and challenge students as appropriate |
| Commitment To | <ul style="list-style-type: none"> Commitment to diversity and equality of opportunity in all working practices | |
| Attendance | <ul style="list-style-type: none"> A good attendance record in current employment, (not including absences due to disability) | <ul style="list-style-type: none"> Exemplary attendance record in current employment, (not including absences due to disability) |