**Person specification**

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| **Job title:** | Junior School teaching assistant (primary phase) |
| **Location:** | The Grammar School at Leeds, Alwoodley Gates |
| **Summary of duties and responsibilities:** | To support excellent teaching and learning and to provide an excellent standard of pastoral care |

**Qualifications & attainments**

1. Minimum of GCSEs in maths and English, grade C/4 or above
2. Educated to degree level and /or relevant level 3 qualification for those working in EYFS

**Experience & knowledge**

1. Experience of working with children at the appropriate age group
2. An understanding of the working relationships required to make a school run effectively
3. Knowledge and understanding of how children learn, including the concept of differentiation
4. Experience of working with EAL would be an advantage

**Skills & qualities**

1. Ability to communicate effectively orally and in writing to a range of audiences
2. High level of organisational skills
3. Creative skills to enhance the quality of school display
4. Can work effectively as part of a team, relating well to colleagues, pupils and parents
5. Ability to demonstrate a commitment to equality of opportunity for all pupils
6. Appropriate management of resources
7. Ability to demonstrate ICT skills in personal and educational situations
8. Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with both pupils and parents
9. Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure
10. Commitment to safeguarding and high levels of pastoral care
11. Positive and optimistic attitude
12. Open-minded, flexible and receptive to new ideas, approaches and challenges
13. Dedicated to seeing tasks through to the end

**Values & ethos**

1. Commitment to child protection and the promotion of a safe environment for learning
2. Commitment to the school’s support and promotion of equality and diversity
3. Commitment to continuous self-development and a willingness to learn
4. Understand and support the ethos of independent education

**Work circumstances**

1. Ability to play an active role outdoors with the supervision of young children
2. Ability to work flexibility within the demands of the role