

## DIXONS ALLERTON ACADEMY

### PERSONNEL SPECIFICATION –Level 3 Learning Assistant

<b>Job Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Where evidence will be found</b>
<b><i>Qualifications</i></b>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent qualification or experience</li> </ul>	<ul style="list-style-type: none"> <li>First Aid certificate</li> <li>Food hygiene certificate</li> </ul>	Application Form
<b><i>Teaching Experience</i></b>	<ul style="list-style-type: none"> <li>Experience of recent work in an early years setting in the UK</li> <li>Able to articulate and demonstrate how to support outstanding teaching and learning</li> <li>Able to articulate the skills needed to successfully teach in a full class situation</li> <li>Able to demonstrate a knowledge of inclusion strategies to support children with Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of recent work in a Primary School in the UK</li> <li>Experience of working with bilingual learners</li> <li>Experience of inclusion strategies to support children with Special Educational Needs</li> </ul>	Application Form  References  Interview  Observed task

<b><i>Skills and Special Knowledge</i></b>	<ul style="list-style-type: none"> <li>• Able to articulate a good knowledge of the National Curriculum and EYFS requirements</li> <li>• Able to articulate a good understanding of how children learn to read, write and acquire number skills in the Early Years.</li> <li>• Able to demonstrate an ability to engage learners in a variety of ways.</li> <li>• Able to demonstrate the ability to move pupils' learning forward.</li> <li>• Able to evaluate own practice with regards to pupils' learning and progress</li> <li>• Able to articulate the importance of health and healthy living in early childhood.</li> <li>• Knowledge of Behaviour Management.</li> <li>• Able to demonstrate an awareness and understanding of current educational initiatives</li> <li>• Able to work flexibly as a member of a team</li> <li>• Able to articulate the reasons for choosing to work in an all-through academy</li> <li>• Able to articulate the needs when working in a multicultural society.</li> <li>• Able to demonstrate a knowledge of Health and Safety requirements</li> <li>• Have a skill or interest that will enable the facilitation of an after school club throughout the school year.</li> <li>• able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate knowledge of planning, curriculum and assessment procedures</li> </ul>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Lesson Observation</p> <p>Written task</p>
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<b><i>Philosophy</i></b>	<ul style="list-style-type: none"> <li>• Able to articulate the 'Dixons Difference'</li> <li>• Able to articulate a commitment to ensuring all children achieve their full potential</li> <li>• Able to demonstrate an ability to lead learning from childrens' interests</li> <li>• Able to articulate a commitment to the highest standards of teaching and learning</li> <li>• Able to demonstrate a willingness to be involved in extra-curricular activities</li> <li>• Adaptable to change</li> <li>• Has the drive and determination to improve own practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a particular area of skill or expertise that could benefit learners at DAA.</li> </ul>	Application Form References Interview Observed task
<b><i>Personal Qualities</i></b>	<ul style="list-style-type: none"> <li>• Able to be self-critical and reflective</li> <li>• Able to demonstrate a dedication to own continuing professional development</li> <li>• Able to articulate how to maintain the highest standards of professionalism</li> <li>• Be approachable and caring to both pupils and staff</li> <li>• Able to respond creatively and positively to new challenges and change</li> <li>• Able to develop effective relationships with parents</li> <li>• Be prepared to ask for advice or help when necessary</li> <li>• Able to effectively and efficiently manage personal time</li> </ul>		References Interview Observed task Written task
<b><i>Practical and intellectual skills</i></b>	<ul style="list-style-type: none"> <li>• Able to demonstrate very good numeracy/literacy skills.</li> <li>• Able to use ICT effectively in relation to the post.</li> <li>• Able to demonstrate good organisational skills.</li> </ul>		References Interview Written task

<b><i>Personal Circumstances</i></b>	<ul style="list-style-type: none"> <li>• Will not require leave in term time</li> </ul>	<ul style="list-style-type: none"> <li>• Has a flexible approach to working hours</li> </ul>	Interview
<b><i>Training</i></b>	<ul style="list-style-type: none"> <li>• Able to demonstrate clear evidence of a recent dedication to further education and training.</li> <li>• Able to demonstrate a willingness to participate in further training.</li> </ul>		Application Form  References  Interview