

# SOUTH CHINGFORD FOUNDATION SCHOOL

## PERSON SPECIFICATION CHINGFORD ACADEMIES TRUST

### Teaching Assistant

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (I/A/R)*</b>
<b>Qualifications</b>			
GCSE Maths minimum grade C or equivalent	✓		A
GCSE English minimum grade C or equivalent	✓		A
Specific Teaching Assistant qualification or willingness to work towards one		✓	A
<b>Experience</b>			
Experience of working in a secondary school with students with Special Educational Needs		✓	A/I/R
Experience of working with children / young people with SLCN and ASD		✓	A/I/R
Experience of using at least basic ICT.	✓		
<b>Knowledge and Understanding</b>			
An understanding of classroom roles and responsibilities.	✓		A/I/R
<b>Skills and Abilities</b>			
Ability to demonstrate professional communication and interpersonal skills both written and verbal.	✓		A/I/R
Ability to deal with inappropriate behaviour in a calm and non-judgmental way following school guidance.	✓		
Ability to handle sensitive issues relating to students, keeping confidentiality as required	✓		A/I
<b>Personal Attributes</b>			
A passion for working with students with SEND	✓		A/I/R
Enthusiastic and willing to learn	✓		I/R

Flexible, proactive and resourceful	✓		I/R
Willingness to work flexibly to meet the needs of the students as demand dictates		✓	I/R
Ability to motivate others	✓		I/R
High level of resilience and determination	✓		I/R
Calm and organised approach to work including times when under pressure	✓		I/R
<b>Other Requirements</b>			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		Post interview

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).***

\*I - Interview R – Reference L - Lesson observation A - Application Form