

**POST TITLE:** Advanced Level Teaching Assistant  
- Catch-Up Premium

### PERSON SPECIFICATION

|                                 | Essential   | Desirable  |
|---------------------------------|---|--|
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>• Good general education</li> <li>• GCSE Maths and English Grade A-C or NVQ Level 2 in Literacy and Numeracy or able to evidence equivalent level.</li> </ul>  | Vocational qualification relevant to role.   |
| <b>Competencies/ Experience</b> | <ul style="list-style-type: none"> <li>• Good level of written and spoken English</li> <li>• Numerate</li> <li>• Competent IT Skills</li> <li>• Ability to maintain student interest, inspire and motivate students to achieve their full potential.</li> <li>• Ability to plan and organise own work schedule</li> <li>• Ability to clarify and explain instructions to student(s)</li> <li>• Ability to communicate effectively with students and motivate them to learn</li> <li>• Ability to assist with the organisation of the learning environment</li> <li>• Ability to undertake routine tasks under the direction of the Line Manager.</li> <li>• Ability to work effectively with adult team members and follow instruction</li> <li>• Willingness to support other team members.</li> <li>• Ability to maintain confidentiality.</li> <li>• Under the guidance of Line Manager to plan and deliver programmes or activities to help students meet their target levels</li> <li>• Ability to prepare resources for teaching and learning activities</li> <li>• Ability to think through and implement strategies to enhance student learning</li> <li>• Ability to undertake administrative procedures and maintain records and student files</li> </ul> | <p>Experience of supporting teaching at primary/secondary level</p> <p>Have a keen interest in acquisition of learning and language / numeracy skills</p> <p>Creative skills</p> |
| <b>Personal</b>                 | <ul style="list-style-type: none"> <li>• Ability to work effectively under pressure, prioritising appropriately, whilst maintaining good humour</li> <li>• To be interested in students as individuals, in how they learn and be committed to inclusion</li> <li>• To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues.</li> <li>• Enjoy working with students whilst being sensitive to their diverse needs.</li> <li>• Energetic and enthusiastic with a naturally positive outlook</li> <li>• High personal standards and high expectations of others.</li> </ul>   | Take part in other aspects of school life.   |

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.