



St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

Telephone: 020 8202 0026

Email: office@smsj.london

Website: www.smsj.london

Wisdom Service Hope

Principal: Martin Serrão BA, MEd (Camb)

Person Specification: Higher Learning Teaching Assistant

Education and Training	E	D	Evidenced
English and Maths at GCSE grade C or equivalent	*		A
A good honours degree or equivalent		*	A
Evidence of recent continued professional development		*	A
NASEN		*	A
Experience	E	D	Evidenced
Experience of working with students across a range of Key Stages with evidence of having achieved successful student outcomes	*		A/R
Knowledge and understanding of how children learn	*		A/I/R
A sound grasp of the concept of inclusive practice	*		A/I/R
A good knowledge of the SEND Code of Practice 2014	*		A/I/R
Experience of working closely with parents in successful home-school partnerships that support students' needs		*	A/I/R
Knowledge and Understanding	E	D	Evidenced
Knowledge of and commitment to school policies including Safeguarding, Health and Safety and Equal Opportunities		*	A
Good understanding of issues facing schools and the administrative provision they necessitate		*	A/I
Working knowledge of Microsoft Word, Excel, PowerPoint	*		A
Working knowledge of SIMS		*	A
Knowledge of issues relating to equal opportunities	*		A/I/R
Knowledge and experience of using basic diagnostic tests for identifying specific needs		*	A/I/R
Knowledge of current educational issues, research and developments		*	A/I/R
Skills, abilities and attributes	E	D	Evidenced
Excellent written and oral communication skills	*		A/I/R
Self-starter, work on own initiative, strong organisational skills	*		I/R
Ability to establish priorities, manage conflicting priorities and to meet agreed targets and deadlines	*		I/R
Well-developed interpersonal skills	*		I/R
Ability to communicate effectively and to build positive relationships with all stakeholders	*		A/R
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	*		A/R
Clear commitment to the team approach; able to exchange ideas and provide support for colleagues	*		A/I/R
Ability to check and meticulously manage school data	*		A/I/R
Demonstrates an attention to detail and an ability to stick at routine tasks	*		A/I/R
Willingness to carry out duties beyond the job description when occasion demands	*		A/I
Willingness to participate in relevant training and development	*		A/I/R
Enthusiastic, hardworking and assertive	*		A/I/R
Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	*		A/I/R

Able to work closely with the wider school community in the development of provision for students with SEND	*		A/I/R
Able to foster effective relationships with parents, communicate with them and encourage their active participation in their child's education		*	A/I/R

- E = Essential
- D = Desirable
- I = Interview
- A = Application
- R = Reference