



## English Intervention Assistant Person Specification

In support of the School's vision and values		Essential	Desirable
1.	<b>Ability to forgive and forget and to start each day afresh.</b>	✓	
2.	<b>Ability to demonstrate consistent behaviours that reflect the School values, and be committed to supporting the School's vision.</b>	✓	
Qualifications			
3.	Educated to GCSE (GCSE English and Maths grade C or above).	✓	
4.	Studied A-Level English.		✓
Experience			
5.	Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓	
6.	Experience of working within an educational environment in a similar role.		✓
7.	Experience of working with learners in the 11-16 age range.	✓	
Knowledge			
8.	Proficient in the use of Microsoft packages word, excel, PowerPoint and publisher.	✓	
9.	Good ICT skills and can also use ICT effectively to support learning.	✓	
10.	To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
11.	Knowledge of the National Curriculum and related exams in Key Stage 3 & 4.		✓
12.	Understanding and experience of the National Curriculum in English.		✓
13.	Knowledge of the set texts taught at GCSE.		✓

**Our Mission** – The school aims to provide a **quality** education in a **caring** community based on an ethos of **respect, discipline** and a **relentless** pursuit of **excellence** in all that we do.



14.	Understanding and experience of the teaching and learning strategies involved in the raising of achievement in English.		✓
<b>Skills</b>			
15.	Ability to build and maintain effective working relationships with staff, students and wider community.	✓	
16.	Ability to communicate effectively in writing and orally with a wide variety of people.	✓	
17.	Ability to deal with challenging behaviour.	✓	
18.	Ability to motivate and encourage students.	✓	
19.	Ability to maintain efficient record keeping systems.	✓	
20.	Excellent organisational skills and ability to prioritise own workload.	✓	
21.	Ability to observe and monitor progress and maintain records.	✓	
22.	Flexibility to work outside of school hours for after school intervention or revision classes.	✓	
23.	Ability to work to deadlines with minimum supervision.	✓	
24.	Displays an attention to detail and high degree of accuracy.	✓	
25.	Displays commitment to the protection and safeguarding of children and young people.	✓	

*STAGE TWO* Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

<i>ADDITIONAL REQUIREMENTS</i>		<b>METHOD OF ASSESSMENT</b>
<b>Knowledge/Experience/Qualifications/Training, etc.</b>		
1	Experience of working within a similar role in a school environment.	Application form/Interview