

Example Job Specification

Position: Teaching Assistant (primary)

The Academy Trust are dedicated to appointing the best possible candidate for the position of Classroom Teacher at X school

The successful candidate will have the ability to motivate and inspire those that they work with, break through the barriers of expectations and harness all opportunities to create a climate of success and achievement for all.

Teaching Assistants at X school will want to make a difference. They will be ready for a challenge and will bring a wealth of innovative and outstanding ideas to engage all stakeholders. Our Teaching Assistants will be approachable and consistent; they will give and earn respect from our pupils, staff, parents and carers.

	Essential	Desirable	Evidenced in
Education to level 3		✓	Application
Minimum of Level 2 qualification in English and Mathematics	✓		Application Interview
Evidence of continuous professional development	✓		Application Interview
First Aid qualified		✓	Application Interview
Experience			
Experience of coaching young people	✓		Application Interview References
Experience working within a school setting		✓	Application Interview References
Experience of using strategies to manage challenging behaviour	✓		Application Interview
Experience of supporting young people of all abilities including those with SEN, EAL and /or who are Gifted and Talented	✓		Application Interview References
Experience of delivering specific intervention programmes	✓		Application Interview References
Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development		✓	Application Interview References

Knowledge and Skills			
Understanding of how to monitor and track the progress of pupils	✓		Application Interview
Understanding of how, as an adult in an education environment, you can create a culture of high expectations	✓		Application Interview
An understanding of the complex lives that some young people lead	✓		Application Interview References
Understanding of safeguarding	✓		Application Interview
Knowledge of child learning processes and Special Educational Needs	✓		Application Interview References
Proven ability to manage a demanding workload, work under pressure and deal with conflicting demands		✓	Application Interview References
Ability to overcome communication barriers with children and adults	✓		Application Interview References
Ability to understand and implement the academy's behavior management policy	✓		Application Interview
Good understanding of the academy's curriculum	✓		Application Interview
Experience of working with collaborative partnerships		✓	Application Interview
Personal Attributes			
Resilience – the ability to remain calm and work well under pressure	✓		Application Interview References
Proven ability to think both strategically and creatively	✓		Application Interview References
Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide	✓		Application Interview References
Excellent communication skills (including written, oral and presentation skills)	✓		Application Interview References
A commitment to safeguarding and promoting the welfare of children and young people	✓		Application Interview References
Ability to work creatively and collaboratively	✓		Application Interview
Demonstrably professional, honest and loyal	✓		Application Interview References
Flexible and open to continuous change	✓		Application Interview

Commitment to our pupils and their learning, wellbeing and safety	✓		Application Interview
Committed to equality	✓		Application Interview
Able to build and maintain successful and purposeful relationships	✓		Application Interview
Ability to work effectively within a team	✓		Application Interview