



Chilton Academy
Person Specification: Teaching Assistant – Level 3
June 2023

	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> • A teaching assistant qualification at NVQ Level 3 or equivalent • Good literacy and numeracy skills • Minimum 4 GCSEs A*-C including Maths and English 	<ul style="list-style-type: none"> • A valid first aid certificate
Experience	<ul style="list-style-type: none"> • Recent experience of working in a school environment • Experience of planning and evaluating learning activities • Experience of planning and evaluating learning for individuals or groups • Experience of leading /delivering interventions 	<ul style="list-style-type: none"> • Experience of working with pupils with special educational needs • Experience of planning engaging activities for children
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to relate well with children and adults • Ability to work independently with individual children, groups and whole school • Experience of a range of behaviour management strategies • Ability to manage potentially difficult conversations with parents/carers • Ability to use initiative when required • Ability to work as a member of a team • A willingness to work collaboratively with a wide range of professionals • Good communication skills – written and verbal • Use ICT effectively to support teaching and learning • Very good understanding of local and national safeguarding requirements and how these apply in all aspects of school life 	<ul style="list-style-type: none"> • Knowledge of national curriculum key stages and government strategies
Personal Requirements	<ul style="list-style-type: none"> ▪ Sensitive to the needs of children and their parents/carers ▪ Calm and positive approach ▪ Committed to professional development ▪ Ability to develop good working relationships with parents and staff ▪ Sense of humour and creativity 	<ul style="list-style-type: none"> ▪ Appreciate and support other professionals

	<ul style="list-style-type: none"> ▪Ability to keep accurate records, and attention to detail ▪Strong commitment to upholding the school's ethos and values. ▪Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. 	
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In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline.

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.