



### Person Specification: Teaching Assistant

St Benet's Multi Academy Trust and Diss Primary Academy Partnership and Scole Church of England Primary Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Deputy Headteacher
<b>Grade</b>	Scale D
<b>Hours</b>	28.75 – 30 hours per week
<b>Location</b>	Based at Diss Primary Academy Partnership or Scole Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE grade C or equivalent</li> <li>• NVQ level 2 relevant to school (or commitment to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 3 relevant to school</li> <li>• First aid qualifications</li> <li>• Higher levels qualification</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns</li> <li>• Flexibility</li> <li>• Ability to work in a team</li> <li>• Reflective</li> <li>• Good command of standard spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>• Show a willingness to learn and implement new skills and approaches to develop learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children with SEND in a school setting</li> <li>• Basic understanding of use of ICT in school</li> </ul>	<ul style="list-style-type: none"> <li>• Confident using a range of ICT programmes relevant to education</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children</li> <li>• Familiarity with schools' policies and procedures</li> <li>• Knowledge of National Curriculum and appropriate expectations within relevant year group</li> <li>• Working knowledge of Safeguarding policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• High level of subject knowledge linked to National Curriculum</li> <li>• Knowledge of how to assess expectations of core subjects</li> </ul>

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.</li><li>• Able to work calmly under pressure and withstand stress</li><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>	
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**Person specification reviewed by:**

**Date:**