Priory School (Foundation)

Teaching & Learning Assistant
Person Specification

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.
Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.
Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Qualifications and training: The successful candidate will have:	E	D	A	I
GCSE grade 4 or above in English and Maths (or equivalent)	✓		✓	
St John's Ambulance Paediatric First Aid or equivalent or be prepared to undertake training		✓	✓	
Safeguarding training or a willingness to complete safeguarding training	✓		✓	

Experience: The successful candidate will have:	E	D	A	I
An understanding of the educational objectives of the school	✓		✓	✓
Worked within an education, health or social care setting	✓		✓	✓
An understanding of how children learn	✓		✓	✓
Experience of a SEN learning environment		✓	✓	✓
Experience of working in a challenging environment	✓		✓	✓
The ability to work with small groups of pupils or on an individual basis in order to carry out interventions	✓		✓	✓
The ability to clarify and clearly explain instructions to pupils including adapting planning where necessary	✓		✓	✓

Knowledge and Skills: The successful candidate will have:	E	D	A	I
An understanding of Educational Health Care Plans and their use		✓	✓	✓
The ability to interact positively with staff, parents and pupils	✓		✓	✓
The ability to problem-solve	✓		✓	✓
The ability to pay attention to detail	✓		✓	✓
Strong written and verbal communication skills	✓		✓	✓

The ability to relate to children in an empathic manner	✓		✓	✓
Be proficient in using ICT equipment and software		✓	✓	✓
Experience of using alternative communication skills such as PECS and Makaton		✓	✓	✓
Knowledge of SEND and Inclusion		✓	✓	✓
Be prepared to carry out intimate care as required		✓	✓	✓
Prepare and display resources for teaching and learning	✓		✓	✓
Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	✓

Personal attributes: The successful candidate will demonstrate:	E	D	A	I
A calm and caring nature	✓		✓	✓
A positive attitude	✓		✓	✓
Excellent time management and organisation skills	✓		✓	✓
A flexible approach towards working practices	✓		✓	✓
High expectations of self and professional standards	✓		✓	✓
The ability to work as both part of a team and independently	✓		✓	✓
The ability to maintain successful working relationships with other colleagues	✓		✓	✓
High levels of drive, energy and integrity	✓		✓	✓
A commitment to equal opportunities and empowering others	✓		✓	✓
A commitment to promoting high quality care of children	✓		✓	✓
Be capable of handling a demanding workload and successfully prioritising work.	✓		✓	✓
Ability to process personal and sensitive data in line with the General Data Protection regulations (GDPR) 2018.	✓		✓	✓
Suitable to work with children and able to always maintain appropriate professional boundaries between oneself, children and other work colleagues	✓		✓	✓
Maintain confidentiality and discretion	✓		✓	✓
Commitment to safeguarding and promoting the welfare of children and successfully DBS cleared	✓		✓	✓
The ability to comply with all school policies	✓		✓	✓