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| **Archbishop Benson Primary School**  ***Motto: Fun & Learning, Hand in Hand*** | [http://image.shutterstock.com/display_pic_with_logo/818227/104023823/stock-vector-fun-learning-104023823.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.shutterstock.com/pic-104023823/stock-vector-fun-learning.html&ei=Mj4YVefpKqat7gaA1YDYBg&bvm=bv.89381419,d.ZGU&psig=AFQjCNH2HBECiNJ0Aol3wZ28YT8gNzJxYA&ust=1427738515973804) | [http://cliparts.co/cliparts/pi7/r9G/pi7r9GXbT.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://imgarcade.com/1/hand-in-hand-logo/&ei=vD4YVZqiN6KP7AaghoEo&bvm=bv.89381419,d.ZGU&psig=AFQjCNE265x7wWUQ8eATtjxDHyUxe1Ezsg&ust=1427738639082157) |

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| **Person Specification for Higher Level Teaching Assistant (PPA)** | | | |
|  | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | NVQ level 3 or equivalent plus appropriate experience.  or  Proven experience of working in a school setting providing specialist provision e.g. Sports Coach,  +  Good levels of literacy and numeracy  (GCSE English & Maths grades A-C or equivalent)  or  HLTA status which requires the possession of Literacy and Numeracy at Level 2 or higher or willingness to undertake HLTA training subject to professional recommendation by line manager/senior leader  Minimum of 2 years effective experience as a teaching assistant or similar, within the last 5 years | Willingness to undertake further professional training as appropriate | Application  Evidence brought to interview e.g. successful appraisal report, positive lesson observation feedback |
| **Skills and Experience** | Understanding of strategies for teaching & learning  A good working knowledge & understanding of the EYFS curriculum and national curriculum or specialist knowledge & experience within any area of the curriculum e.g. sport, Art, ICT  Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes  Ability to effectively deliver curriculum-based or lessons across the school within PPA time  Ability to contribute to assessment and monitoring of pupil progress  Commitment to raising standards  Good organisational & time management skills  Good communication & interpersonal skills  Ability to prioritise between different demands  Ability to take responsibility & work with autonomy within set boundaries  Ability to work collaboratively & effectively within a team | Knowledge of how ICT is used to support pupils’ learning and the ability to use ICT effectively in a classroom setting  Experience of supervising others effectively | Application/Interview/Assessment |

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| **Specialist Knowledge and Skills** | Specialist skills and knowledge at an advanced level across a specific discipline or a range of disciplines  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities | Knowledge of a particular area of the curriculum or children’s needs (ie: early years, EBD, ALS, literacy, numeracy or ICT  A willingness to learn and continue to strive for excellence  Current First Aid training  Current minibus driver qualification  Current qualification to teach swimming | Application/Interview/Assessment |
| **Behaviours and Values** | Commitment to the school’s Christian ethos & values    An interest in children and education  Takes personal responsibility for own work, own environment and own development.  Commitment to the principles of inclusion  Commitment to the wider life of the school & the school’s role in the wider community | Interest in supporting an enriched curriculum through out-of-hours learning, educational visits and other school events & activities  Interest in running extra-  curricular activities | Application/Interview/Assessment |
| **Qualities** | A caring approach to working with children, parents, colleagues and the wider community  Confidentiality & professional discretion  Enthusiasm and energy  Flexibility and adaptability  Reliability & sense of initiative  Good sense of humour |  |  |

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| **Special Conditions related to the post** |
| ***Archbishop Benson Primary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***  Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:   * Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information * Receipt of two satisfactory employer references one of which must be from your current or most recent employer * Satisfactory verification of relevant qualifications * Satisfactory health check   All new employees will be required to undertake mandatory training required by the school. |

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| **How to apply:** | To down load an application pack or apply online please visit: [www.archbishop-benson.cornwall.sch.uk](http://www.archbishop-benson.cornwall.sch.uk) or [www.cornwall.gov.uk](http://www.cornwall.gov.uk)  Please complete an application form in full and return to: Debbie Bullen, School Business Manager – sbm@archbishop-benson.cornwall.sch.uk  Please note that we do not accept CVs. |
| **Contact details:** | Address: Archbishop Benson C of E Primary School, Bodmin Road, Truro, TR1 1BN Tel: 01872 273185 E-mail: dbullen@archbishop-benson.cornwall.sch.uk |
| **Closing date:** | Thursday, June 7th (Midnight) Please note that if you have not received a reply within 7 days of the closing date you must assume that, on this occasion your application has been unsuccessful. |