**Archbishop Benson Primary School**

***Fun & Learning, Hand in Hand***



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| **Person Specification for Teaching Assistant**  |
|  | **Essential**  | **Desirable** | **Recruiting method** |
| **Education and Training** | Good levels of literacy and numeracyQualified to NVQ level 2 or equivalent in a relevant area or able to demonstrate equivalent knowledge or experience | Completion of the DfES Induction for Teaching Assistants*CLANSA or Cornwall Certificate in SEN* | Application  |
| **Skills and Experience** | Good standards of practical knowledge, skills & experience of working with childrenGood organisational skillsGood communication skillsAble to prioritise between different demandsAble to work to deadlinesSelf-motivated, and able to work effectively within a team | Good standards of practical knowledge, skills & experience of working with childrenin a school or similar environment at different key stages  | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Knowledge of a particular area of the curriculum or children’s needs (ie: early years, EBD, ALS, literacy, numeracy or ICT)Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young peopleDemonstrates an awareness, understanding and commitment to equal opportunities  | Knowledge of a range of issues relevant to education and child development. | Application/Interview/Assessment  |
| **Behaviours and Values** | Commitment to the school’s Christian ethos & values An interest in children and educationCommitment 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 & activitiesInterest in running extra-curricular activities | Application/Interview/Assessment  |
| **Qualities** | A caring approach to working with children, parents, colleagues and the wider communityConfidentiality & professional discretionEnthusiasm and energyFlexibility and adaptabilityReliability & sense of initiativeGood 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) Please complete an application form in full and return to: officemanager@archbishop-benson.cornwall.sch.uk Please note that we do not accept CVs. |
| **Contact details:**  | Address: Archbishop Benson CofE School, Bodmin Road, Truro, TR1 1BN Tel: 01872 273185 E-mail: officemanager@archbishop-benson.cornwall.sch.uk  |
| **Closing date:**  | Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful. |

***Archbishop Benson Primary School is committed to providing employee benefits that motivate and reward our employees.***

**Our benefits include:**

* A competitive salary
* You will be eligible to join the local government pension scheme/Teachers pension scheme
* Any previous continuous service will be recognised/Not recognised unless for
* Family friendly policies
* Childcare vouchers
* Local and national discount schemes and initiatives
* Continued professional development support

To find out further information please visit the school’s website at www.archbishop-benson.cornwall.sch.uk