**Archbishop Benson Primary School**

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



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| **Person Specification for Teaching Assistant (*statements in italics for SENTA*)** |
|  | **Essential (*Key competencies*)** | **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)*Understands and focuses on school/pupil needs and work well with colleagues and partners**Can apply expertise, solve problems and make improvements to deliver good school/pupil outcomes.*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 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 & 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) or from [www.cornwall.sch.uk](http://www.cornwall.sch.uk) Please complete an application form in full and return to: Debbie Bullen, School Business Manager - dbullen@archbishop-benson.cornwall.sch.uk or to the address below.Please note that we do not accept CVs. |
| **Contact details:**  | Address: Archbishop Benson C of E Primary SchoolBodmin Road, Truro, TR1 1BN Tel: 01872 273185 E-mail: dbullen@archbishop-benson.cornwall.sch.uk |
| **Closing date:**  | Sunday 2nd July 2017Please 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. |