**Archbishop Benson Primary School**

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

[](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://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 Teaching Assistant** | | | |
|  | **Essential (*Key competencies*)** | **Desirable** | **Recruiting method** |
| **Education and Training** | Good levels of literacy and numeracy | Qualified to NVQ level 2 or equivalent in a relevant area or able to demonstrate equivalent knowledge or experience | Application |
| **Skills and Experience** | Good standards of practical knowledge, skills & experience of working with children  Good organisational skills  Good communication skills  Able to prioritise between different demands  Able to work to deadlines  Self-motivated, and able to work effectively within a team | Good standards of practical knowledge, skills & experience of working with children  in 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, SEN, 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 people  Demonstrates 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.  A strong 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 |  |  |
| **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) for further information  Please complete an application form in full and return to: sbm@archbishop-benson.cornwall.sch.uk  Please note that we do not accept CVs. |
| **Contact details:** | Address: Bodmin Road, Truro TR1 1RW  Tel: 01872 273185 E-mail: sbm@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. |