**Archbishop Benson Primary School**

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



|  |
| --- |
| **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 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, SEN, literacy, numeracy or ICT)Understands and focuses on school/pupil needs and work well with colleagues and partnersCan 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.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 & 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 |  |  |
| **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. |

|  |  |
| --- | --- |
| **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 informationPlease complete an application form in full and return to: sbm@archbishop-benson.cornwall.sch.ukPlease 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. |