Portswood Primary School

Person Specification

Teaching Assistant

**Grade/Salary:** Grade B £16,735 actual (FTE £24,027)

**Hours:** Part time, 30 hours per week (term time only) made up of 25 hours Teaching Assistant, 5 hours Lunchtime Supervisor

**Contract:** Temporary (MAT Leave cover – Year R)

**Closing date:** Wednesday 12 February 2025 at 5pm

**Interview date:** Friday 14 February 2025

**Start date:** 3 March 2025

Principle Responsibilities

* To work with class teachers to raise the learning and attainment of students across Year R
* To promote student independence, self-esteem and social inclusion
* Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Qualifications & Training

**Desirable**

GCSEs at grades 9 to 4 (A\* to C) (or equivalent) including English Language and Maths

Experience

**Essential**

Passionate about working with children

Willingness to work with children across the primary age range

**Desirable**

Relevant experience in a teaching/learning/child support working environment

Experience/interest in supporting the learning of children with SEND

Skills / Knowledge

**Essential**

Strong literacy and numeracy skills

Excellent interpersonal and organisational skills

Ability to relate well to students, building effective working relationships, being an effective role model, and motivating students to achieve success

Excellent communication skills, both verbal and written, including the ability to clarify and explain instructions clearly as well as active listening skills

The ability to remain calm in stressful situations

Knowledge of guidance and requirements around safeguarding children

Good ICT skills, particularly using ICT to support learning

Understanding of roles and responsibilities within the classroom and whole school context

Ability to work on own initiative with minimum of supervision

A desire to raise standards of attainment and aspiration

Maintaining a professional manner at all times

Personal Attributes

Articulate and enthusiastic

Sensitive and understanding

Ability to work as part of a team

Enjoyment of working with children

Professionally discrete and able to respect confidentiality at all times on particular issues

Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people

Ability to remain calm under pressure and have a sense of humour

Empathetic and approachable

Committed to safeguarding and promoting the welfare of students at the school

A commitment to getting the best outcomes for all students and to promoting the ethos and values of the school and the HISP Multi Academy Trust

Other

Essential

Excellent punctuality and attendance

Successful completion of DBS and other pre-employment checks

