



### Person Specification: Teaching Assistant

Diocese of Norwich Education and Academies Trust and Peterhouse Church of England Primary Academy (Ark Federation) are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher & Key Stage Lead but working with a qualified teacher on a day to day basis.
<b>Grade</b>	Scale C
<b>Hours</b>	22 hours per week
<b>Location</b>	Based at Peterhouse Church of England Primary Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications/Training Very good numeracy/literacy skills/GCSE grade C (or NVQ 2 equivalent) in Maths and English;</li> <li>• Training in the literacy/numeracy strategy and/or in a particular curriculum or learning area, e.g. bilingual, sign language, dyslexia, ICT, Maths, English;</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent in teaching assistance or equivalent experience;</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns</li> <li>• Effective use of ICT to support learning;</li> <li>• Use of other equipment technology – photocopier;</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities;</li> <li>• Ability to relate well to children and adults;</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	
<b>Experience</b>	Working with or caring for children of relevant age.	

<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children</li> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation;</li> <li>• General understanding of National Curriculum and other basic learning programmes;</li> <li>• Basic understanding of child development and learning;</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>	

**Person specification reviewed by:**

**Date:**