

Budmouth Academy Weymouth Support Staff Person Specification

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| Job title: | Teaching Assistant | | |
| Reports to: | SENDCO/SLT | Scale E: | Points 7-11 |

| CRITERIA | EVIDENCE |
|---|------------------|
| EDUCATION AND PROFESSIONAL QUALIFICATIONS | (See Key) |
| Essential | |
| 1. GCSE English and Maths (A*-C) or equivalent | 1, 2 & 3 |
| Desirable | |
| 2. Additional professional qualifications/training/experience related to this role | 1, 3 & 4 |
| KNOWLEDGE | |
| Essential | |
| 3. Proficient user of Microsoft Office | 1 |
| 4. Level 1 ASC Knowledge | 1, 3 & 4 |
| 5. Current understanding of Data Protection/GDPR | 1, 3 & 4 |
| Desirable | |
| 6. Knowledge of exams systems | 1 & 3 |
| 7. Level 2 ASC knowledge | 1, 3 & 4 |
| 8. Understanding of challenging behaviours including barriers relating to complex communication needs and attachment issues | 1, 3 & 4 |
| EXPERIENCE | |
| Essential | |
| 9. Significant experience of working in a school supporting students | 1, 3 & 4 |
| 10. Experience of prioritising workloads, time management and dealing with conflicting priorities. | 1, 3 & 4 |
| Desirable | |
| 11. Experience of working within the secondary phase | 1, 3 & 4 |
| 12. Experience of supporting children with an ASC (any context) | 1, 3 & 4 |
| Essential | |
| 13. Sound interpersonal, management and supervisory skills | 1, 3 & 4 |
| 14. Broad knowledge of legislation and regulations applicable to the teaching and learning of students and to the support of employees. | 1, 3 |
| 15. Ability to work independently but know when to seek help | 1 & 3 |
| 16. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes | 1, 3 & 4 |
| OTHER FACTORS | |
| Essential | |
| 17. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices | 1, 3 & 4 |
| 18. Personal and professional resilience to a challenging role | 1 & 3 |
| 19. Flexibility in working hours according to the needs of the role | 1 & 3 |
| 20. Able to deal with highly confidential information | 1, 3 & 4 |
| 21. Ability to work under pressure, to set deadlines and to prioritise | 1, 3 & 4 |
| 22. Ability to work with a wide variety of people internal and external school | 1 & 3 |

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| Person Specification prepared by: | HR/SLT | |
| Designation: | Budmouth Academy Weymouth | Date: September 2024 |

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References