

Burwell Village College (Primary)

Person Specification

Job Title: PPA Cover Higher Level Teaching Assistant

A

The person appointed must be able to demonstrate leave to remain in the UK if applicable.	Essential Application
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B – Training and Qualifications

	Essential	Desirable	Source
5 good GCSEs including English and Maths		★	A + I
Recent participation in a range of relevant in-service training		★	A + I

C – Professional Knowledge, Skills and Understanding

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase:

	Essential	Desirable	Source
Safeguarding and Child protection procedures	★		I
Supporting children to control/overcome social, emotional, mental wellbeing or behavioural difficulties		★	I
Supporting pupils with their learning and/or wellbeing	★		A + I
Delivering whole-class learning	★		A + I
The issues that can affect pupils' ability to engage in their learning	★		I
The Primary National Curriculum requirements for 2014 particularly for computing and/or religious education	★		A + I
Working with outside agencies		★	A + I
Management of children's behaviour	★		I
Supporting learning for children with S.E.N.D	★		A + I
The assessment, recording, reporting and analysis of children's progress against specific learning objectives		★	A + I
Filling gaps in learning to raise attainment and achievement	★		A + I
Setting high expectations for all pupils and themselves	★		I
Prioritising, planning, organising and managing work life balance	★		I

D – General Skills

Applicants should be able to demonstrate from their experience the ability to:

	Essential	Desirable	Source
Effectively use email, word processing and other IT software appropriate to the role	★		I
Build strong, positive relationships with pupils	★		A + I
Work as part of a team	★		A + I
Work as a team leader		★	A + I
Work on own initiative	★		A + I
Seek advice and support when necessary	★		I
Communicate effectively	★		I
Develop effective professional relationships with parents	★		I
Inspire and motivate children	★		I
Take a leading role in initiatives and developments in current setting		★	A + I
Work in effective partnership with all stakeholders		★	A + I
Share a commitment to innovative teaching practice		★	
Identify their own areas for development and drive their own continued professional develop	★		A + I
Remain calm under pressure and adapt to change quickly	★		A + I

E – Other Requirements

	Essential	Desirable	Source
Application forms should be completed in full	★		A
Letters should be clear and concise and address the needs of the school	★		A
Candidates should address the criteria identified in the person specification and job description	★		A

This post is subject to a satisfactory enhanced DBS disclosure and medical clearances.

A - evidence from the application form.

I - evidence from interview