



**PERSON SPECIFICATION: TEACHING ASSISTANT**

**SALARY RANGE: GRADE E SCP 11-16**

**WEEKS PER ANNUM TTO**

**WORKING HOURS: MON-FRI 8:15am - 3:15pm**

**RESPONSIBLE TO: DEEP Support Senior Leader**

**JOB PURPOSE:** To work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**COLLEGE VALUES:** The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

**EDUCATION/QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS**

|  |   |
|--|---|
| ● GCSE or equivalent including Mathematics and English at grade C or above | E |
| ● NVQ 2 for Teaching Assistants or equivalent qualifications or experience | D |
| ● First-aid training, or willingness to complete it                        | E |

**EXPERIENCE:**

|   |   |
|---|---|
| ● Working with or caring for children of relevant age | E |
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**SKILLS & KNOWLEDGE:**

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- 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

**PERSONAL QUALITIES:**

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil’s wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people

Category (E) - ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) - DESIRABLE FEATURES - which would normally enable the successful candidate to perform the duties and tasks better and more effectively than one who did not have the qualification, training, experience etc.

## GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.