



DERBY MOOR ACADEMY  
and SIXTH FORM

## Person Specification – (Qualified) Teaching Assistant

Attribute	Essential	Desirable	Method of Assessment
<b>EDUCATION / QUALIFICATIONS</b>	Qualified teaching assistant - NVQ Level 2, Level 3 or equivalent  Relevant Degree	Evidence of further professional development within last three years related to SEN  Relevant behaviour management training	- Application Form - Interview - Certificates
<b>EXPERIENCE &amp; UNDERSTANDING</b>	An understanding of the resources and materials necessary to support identified student learning needs  An understanding of the assessment procedures and experience of completing assessments	Experience of working with students with varying emotional needs and supporting students with specific needs on a one to one basis  Experience of working in a Secondary education setting	- Application Form - Interview
<b>SKILLS &amp; APTITUDES</b>	Effective use of ICT to support learning  Ability to clearly communicate in person, on telephone and in writing  Ability to work with young people and their families in a sensitive and positive way  To be diplomatic and tactful  Demonstrable ability to prioritise & multitask  Good organisational & time management skills  Knowledge and understanding of issues relating to young people	Knowledge and understanding of potential barriers to learning  Ability to produce reports and present data	- Application Form - Interview - References
<b>PERSONAL ATTRIBUTES</b>	Able to demonstrate a flexible approach to work  A commitment to pastoral support for all students  Ability to work on own initiative or as part of a team  Caring, approachable, emphatic and calm  Committed to personal development and willingness to and undertake specific training	Ability to react positively in challenging situations	- Application Form - Interview - References