

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## PERSON SPECIFICATION

### Teaching & Learning Assistant - Flexible Learning Hub

NJC Scale 5, points 12-17

CRITERIA	Essential/ Desirable		Assessed by: Application Form /Interview	
	E	D	AF	I

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	E	D	AF	I
Evidence of high expectations which inspire, motivate and challenge every pupil	✓		✓	✓
Experience of working with children of relevant ages and those with additional needs and challenging behaviour	✓		✓	✓
Knowledge and understanding of the varying needs and abilities of pupils with SEND, particularly those on the Autistic Spectrum	✓		✓	✓
Knowledge and understanding of personalised learning, including supporting pupils on reduced timetables; to develop a safe, pupil focused, inclusive and effective learning environment that promotes outstanding behaviour and attendance	✓		✓	✓
Awareness of flexible curriculum models and alternative qualifications such as Functional Skills or BTECs	✓		✓	✓
An understanding of principles of child development and learning processes and in particular, barriers to learning	✓		✓	✓
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		✓	✓
Knowledge and experience of child protection and safeguarding procedures, reporting and referral process & demonstrating suitability to work with children	✓		✓	✓
Experience liaising with external providers or agencies to support alternative education provision		✓	✓	✓
Evidence of recent and relevant training and professional development	✓		✓	✓
Ability to form positive working relationships with pupils, adults and external partners	✓		✓	✓

Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓
Able to work effectively one-to-one or with small groups, adapting support to meet pupils' needs	✓		✓	✓
Commitment to the holistic development of pupils, including emotional wellbeing and life skills	✓		✓	✓
Confident in the use of ICT to support learning	✓		✓	✓
Excellent time management and the ability to organise and prioritise own workload	✓		✓	✓
Ability to maintain professional boundaries and confidentiality at all times	✓		✓	✓
Willingness to work flexibly in terms of core hours/breaks if required to support enrichment activities and off-site visits etc.	✓		✓	✓
Good sense of humour and a strong work ethos	✓		✓	✓

<b>PUPILS AND STAFF</b>	<b>E</b>	<b>D</b>	<b>AF</b>	<b>I</b>
Evidence of achieving a safe, secure and healthy school environment	✓		✓	✓
Be a visible high-profile role model with a professional approach that demonstrates excellence, confidence, and trust	✓		✓	✓
Willingness to be involved in the wider life of the school and contribute to its community ethos	✓		✓	✓
A commitment to promoting inclusion, diversity and equal opportunities	✓		✓	✓
Demonstrate the importance of a work life balance	✓		✓	✓