



Making a Difference

Phoenix Park Academy



EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Equality Act 2010, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the Equality Act 2010 we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Teaching Assistant	Directorate/School: Phoenix Park / Sevenhills Academy	Grade/Scale: SCP 6
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Criteria No	Attributes	Criteria	How Identified	Rank
1	Relevant Experience	<ul style="list-style-type: none"> Experience of developing relationships and working effectively as part of a team. 	Application Form/Interview	Essential
2		<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults. 	Application Form/Interview	Desirable
3		<ul style="list-style-type: none"> Experience of working effectively within and educational setting. 	Application Form/Interview	Desirable



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4	Education and Training Attainments	<ul style="list-style-type: none"> • Good standards of literacy and numeracy along with oral and written communication skills, versatility, creativity & resilience. • Has additional relevant qualification(s). 	Application Form/ Certificates/ Interview	Essential
5			Application Form/ Certificates/ Interview	Desirable
6	General and Special Knowledge	<ul style="list-style-type: none"> • An understanding of current approaches to the support of young people at risk of social exclusion • A commitment to safeguarding and promoting welfare for all. 	Application Form/Interview	Desirable
7			Application Form/Interview	Essential
8	Skills and Abilities	<ul style="list-style-type: none"> • Interpersonal skills which facilitate positive professional relationships with young people and multi-disciplinary teams • Clear values and understanding of Unconditional Positive Regard 	Application Form/Interview	Essential
9			Application Form/Interview/ Task	Essential
10	Additional Factors	<ul style="list-style-type: none"> • Operate with the highest standards of personal/professional conduct and integrity • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with the Trust's values and behaviours. • Able to undertake any travel in connection with the post. • Able to demonstrate sound understanding of equality/diversity in the workplace and 	Application Form/Interview	Essential



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		<p>services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude</p> <ul style="list-style-type: none">• Satisfactory Enhanced DBS disclosure to work in an environment dealing with young people		
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