THE MARKET WEIGHTON SCHOOL

**PERSON SPECIFICATION**

# JOB TITLE : HIGHER LEVEL TEACHING ASSISTANT, SCIENCE SPECIALIST

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|  | **Essential** | **Desirable** | **How Measured During Recruitment**  **and Selection Progress** |
| **Experience, Knowledge & Qualifications** | * Level 4/C Science GCSE * Experience of delivering Literacy and Numeracy packages, supporting students with low levels of prior achievement and those with Autism Spectrum Disorder or Asperger’s Syndrome * Level 2 English & Maths qualification or equivalent * Meet Higher Level Teaching Assistant standards or equivalent qualification or experience * Experience and knowledge of relevant learning strategies e.g. Literacy * Good knowledge and understanding of child development and learning processes | * Science qualification to L3 or suitable scientific background. * Degree level qualification or equivalent in relevant core subject area * Full working knowledge of relevant polices/codes of practice/legislation * Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies | Application Form  Interview Questions  References  Qualification Certificates  Interview Testing |
| **Skills & Abilities** | * Ability to organise, lead and motivate a team. * Ability to relate well to children and adults * Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. * IT Skills including Word, Excel, Outlook & Databases | * Can use ICT effectively to support learning * Specialist skills, training and/or experience in the curriculum or learning area, in this case elements of the vocational curriculum | Application Form  Interview Testing  Interview Questions  References |
| **Competencies** | | | |
|  | **Core** | **Role Specific** |  |
| **Manage Self** | * Acts with integrity and honesty at all times * Reflects on and enhances own performance * Manages workload effectively * Communicates effectively * Is assertive, not aggressive * Presents self well and follows school policies * Is organised, prepared and equipped for work | * Has the confidence to make ambitious, difficult or unpopular decisions * Promotes CPD for self and others * Promotes networking opportunities with other educational establishments | Application Form  Interview Questions  References |
| **Working With People** | * Treats others with respect * Actively seeks & provides support from/to others * Displays sensitivity to diverse opinions and contributions * Works collaboratively with others * Acts as an ambassador for the school | * Collaborates and networks with others to strengthen organisational capacity and may on occasion contribute to the capacity in other schools * Acknowledges excellence and challenges poor performance across the school * Considers workforce planning implications in decision making * Fosters collaborative decision making within and across teams | Application Form  Interview Questions  References |
| **Effective Use of Resources** | * Follows guidelines and instructions to ensure acting within the school procedures * Actively seeks to undertake CPD and takes ownership of own development * Uses appropriate new technologies * Is conscious of costs and value for money | * Ensures that organisational and strategic planning supports the school vision * Develops a safe, secure and healthy environment * Plans long-term financial budgets considering value for money * Ensures that health & safety requirements are met | Application Form  Interview Questions  References |
| **Achieving Results** | * Contributes to projects * Plans own workload to meet agreed deadlines objectives and priorities * Takes personal responsibility for own performance * Has passion and enthusiasm to deliver beyond expectations * Recognises problems and issues as they arise | * Adapts systems and levels of provision to raise attainment by supporting effective teaching/learning * Plans and manages services that meet the needs of the wider school community * Uses data and benchmarking to set stretching targets to monitor performance * Promotes the effective use of business management processes * Understands and uses project management techniques | Application Form  Interview Questions  References |
| **Facilitating Change** | * Responds positively to change initiatives * Accepts change as part of the business process * Understands and contributes constructively to change * Plans and implements change within own role * Takes on new or different tasks willingly | * Develops a culture of innovation and continuous improvement * Translates school development plan into action, setting out priorities and plans * Initiates and drives change initiatives across the school * Builds capacity to be able to respond positively to change * Measures the impact of change initiatives | Application Form  Interview Questions  References |
| **Provide Direction** |  | * Articulates the vision and values of the school * Ensures that strategic planning supports the vision of the school * Assesses and manages risk * Develops own leadership capability and that of other people * Contributes and leads on aspects of the school development plan | Application Form  Interview Questions  References |