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| **Selection Criteria** | **Essential/ Desirable** | **Assessment** |
| **Experience** |  | |
| Minimum of 12 months experience of working with secondary age pupils | E | A/I |
| Experience of working in a secondary school | D | A |
| Experience of carrying out TA/HLTA duties in a secondary school | D | A |
| Experience of line managing others | D | A/I |
| **Qualifications/Training** |  | |
| Minimum of 5 GCSEs (or equivalent) at Grade C or above, including Maths and English | E | A |
| A record of good academic achievement | E | A |
| Undertaken Child Protection/Behaviour Management training | E | A |
| Evidence of continued professional development | D | A/I |
| Be able to demonstrate a willingness to attend appropriate training and  development | E | A/I |
| **Knowledge/Skills** |  | |
| Good administrative, organisational and computer skills | E | A/I |
| Ability to effectively manage student behaviour in accordance with the  school’s behaviour management policy and procedure | E | A/I |
| Ability to work under pressure | E | I |
| Experience of working with students in a formal setting without immediate supervision | E | A/I |
| Record keeping, information retrieval and dissemination of data/documentation | E | A/I |
| Knowledge of Data Protection legislation | D | I |
| **Personal Attributes** |  | |
| Excellent communication and interpersonal skills with children and  adults | E | A/I |
| Sets and achieves challenging professional goals | E | I |
| Ability to use own initiative to work flexibly and respond positively to a  range of situations | E | A/I |
| Ability to multi-task effectively | E | A/I |
| Is reliable and has an excellent record of attendance and punctuality | E | I/R |
| Highly motivated and able to use own initiative | E | I |
| An understanding of, and commitment to, Safeguarding/Child Protection | E | A/I/R |
| Resilience | E | I |
| Planning, preparing and assembling resources, equipment and materials for use in lessons as requested by the staff within the curriculum area and managing the return of those items. | E | A/I |
| Assisting with the preparation and making of teaching aids and items for demonstration, for use in the teaching areas. | D | A/I |

A= Application Form. I = Interview. R = Reference.