



**Post title:** Teaching & Pastoral Support Assistant

**Person Specification:**

*We are looking to appoint candidates who are educated to at least A level or IB standard and are preferably graduates.*

*It will be an advantage to hold a qualification such as NNEB or NVQ Level 2 or Level 3 Support Staff Qualification.*

The post holder will be able to:

- demonstrate excellent all round communication skills
- show a compassionate and caring attitude towards others
- demonstrate a strong understanding of the factors that impact children with SEN
- spell accurately, write legibly and have good numeracy skills
- work flexibly and recognise the specific demands of a school environment
- work as part of a team and independently
- take initiative, identify and solve problems
- deal sensitively and effectively with people
- understand, abide by, contribute to and promote all school policies
- support Christian values and practices in the life of HCS

Have had experience of:

- working with children with SEN
- working in a school or other community setting
- taking responsibility and having responsibility
- using ICT confidently

Have knowledge of:

- a good working knowledge of MS Word and email systems
- basic first aid procedures (training will be provided)

Circumstances:

- be able to attend training off site if required

**Holiday Entitlement:**

Teaching & Pastoral Support Assistants are required to work for and are paid for 196 days each year or 39 weeks. Teaching & Pastoral Support Assistants are entitled to all school holidays but are required to attend on staff training (inset days).