

PERSON SPECIFICATION

Job Title: Technical Support Assistant – subject specialism

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Confident in literacy and numeracy skills. • A good level of general educational achievement. • This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies • Relevant accreditation in the subject technical area, for example COSHH certification. • Willingness to participate in a general TA induction programme. • Holds or is working towards a relevant NVQ at level 2. 	<ul style="list-style-type: none"> • Evidence of qualifications (GCSEs, A Level, degree) in this subject area. • Evidence of qualifications in accredited courses such as Final Cut or Adobe Photoshop, or those relevant to Drama and Theatre management. • Qualified First Aider.
Previous experience	<ul style="list-style-type: none"> • Experience of working with children to improve educational outcomes, including children with special educational needs. • Experience of using relevant technical and specialist equipment in the subject area (e.g. lighting and sound equipment). • Experience of ordering and storing stock and equipment as well as maintaining records. 	<ul style="list-style-type: none"> • Experience of working collaboratively with teaching staff and SEN specialists to develop strategies, resources and teaching materials differentiated to an appropriate level for identified groups of students. • Has a minimum of 1 year's relevant experience in the relevant technical area. <p>Knowledge of health and safety requirements.</p>
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Able to communicate effectively with children, parents and other staff. • Able to motivate and encourage students. • Awareness of child protection and bullying issues. • Able to use basic technology e.g. photo-copier, computer, digital camera. • Good verbal and written communications skills. • Good planning and organisational ability. • Able to demonstrate high level technical skills in the relevant area (e.g. lighting or sound editing equipment) • Able to use common ICT skills for own and students' benefit. • Good knowledge and understanding of specific subject content. 	<ul style="list-style-type: none"> • Awareness of inclusion policy and practice in a school setting. • Ability to use and develop effective teaching and support strategies when working with individuals or small groups of identified pupils. • Working understanding of current Programmes of study in the relevant subject area. <p>Setup and operation of all technical equipment. Provide first line support for all technical equipment.</p>
Personal Qualities	<ul style="list-style-type: none"> • Actively enjoys working with children and has empathy with students and is sympathetic to their needs. 	<ul style="list-style-type: none"> • Ability to work under pressure. • Flexibility and ability to use their own initiative.

	<ul style="list-style-type: none">• Suitability to work with children, including relevant DBS checks• Professionally discreet and able to respect confidentiality.• Flexible approach to tasks.• Firm, sensitive and effective approach towards student discipline.• Willing to work as part of a team.• Patient, calm and resilient.• Adaptability.• Ability to build good working relationships with a range of colleagues.• Good questioning skills.• Good observation and assessment skills.• Commitment to ensuring the safety of others.	<ul style="list-style-type: none">• Understanding of open-ended questioning and investigative work.
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