



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 2017; 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. • 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. recording hardware and software). • Experience of ordering and storing stock and equipment as well as maintaining records. • Experience of using/maintaining the equipment and tools, etc that are commonly used in the department. 	<ul style="list-style-type: none"> • Experience of working collaboratively with the 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 a relevant technical area.
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. power drills, music editing software) • Able to use common ICT tools 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.

Personal Qualities	<ul style="list-style-type: none"> • Actively enjoys working with children and has empathy with students and is sympathetic to their needs. • Suitability to work with children, including relevant BDS 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"> • Ability to work under pressure. • Flexibility and ability to use their own initiative. • Understanding of open-ended questioning and investigative work.
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