

## PERSON SPECIFICATION

**Job Title:** Technical Support Assistant – subject specialism

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

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