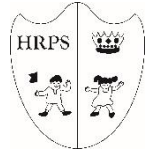




Houghton Regis Primary School

"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".



Person Specification

JOB TITLE: Support Staff Manager

	Essential Criteria	Desirable Criteria
1. Qualifications	<ul style="list-style-type: none">• Good general level of education• GCSE English and Maths (Grades A*-C) or equivalent in order to meet HLTA national standards	<ul style="list-style-type: none">• Current First Aid Certificate
2. Relevant Experience	<ul style="list-style-type: none">• Previous employment in/working with schools• Minimum of 3 years' experience of working as a Senior Teaching Assistant or a Higher Level Teaching Assistant, or equivalent, within the last 5 years.• Managing a group of TAs and HLTAs• Working on own initiative and making decisions• Early Years Foundation Stage experience• Experience of working within an SEN Team and leading interventions	<ul style="list-style-type: none">• Liaising with a range of agencies and professionals• Experience of behaviour management of young people in an educational setting
3. Skills and Abilities	<ul style="list-style-type: none">• Understanding of strategies for teaching and learning.• Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes• Ability to contribute to planning, assessment and monitoring of pupil progress• Ability to diffuse emotional situations• Work collaboratively as part of a team and independently• Ability to communicate effectively (both orally and in writing) to a	

	<p>range of stakeholders</p> <ul style="list-style-type: none"> • Ability to lead and supervise others effectively • Ability to take responsibility and work with autonomy within set boundaries • Delivering training to a team • Commitment to own professional development 	
4. Behaviours	<ul style="list-style-type: none"> • To have strong interpersonal and communication skills rooted in respectful relationships • Excellent judgement in matters of confidentiality and sensitivity • Can recognise own strengths and weaknesses and identify learning linked to their needs • Ability to respond clearly, calmly and follow procedure in stressful situations • Able to prioritise workload and meet deadlines 	