# Person Specification

|  |  |
| --- | --- |
| **Job Title** | **Higher Level Teaching Assistant- Secondary** |
| **School** | **Seven Kings School** | **Salary Range** |  **Scale LBR5 - £19,202 pro rata** |
|  |
| **Selection Criteria** |
| **Education and Qualifications:*** Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools or equivalent qualifications or experience
* GCSEs (or equivalent) at grades 9-4 (A\* to C) including English and Maths
* First aid training as appropriate
* Evidence of continuous professional development relevant to the post
 |
| **Knowledge, understanding and skills:*** Ability to identify barriers to learning and have knowledge of the range of strategies, options and alternatives available to support pupils
* Ability to develop strategies that will enable pupils to engage, participate and become partners in the learning process while developing their academic, personal, social and life skills
* Knowledge of using target setting and strategies to support pupils
* An understanding of current educational practice, the learning process and an awareness of current government initiatives
* Subject and curriculum knowledge relevant to the role and the ability to apply this effectively in supporting teachers and students
* Knowledge of guidance and requirements around safeguarding children
* Understanding of effective teaching methods
* Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners you support
* Knowledge of how to support learners in accessing the curriculum in accordance with the SEND Code of Practice.
* Be keen to refine and improve teaching skills where this will benefit the pupils
* Ability to exercise initiative and creativity in order to work independently and take responsibility for the delivery of an agreed support programme
* Ability to liaise on a regular basis with the designated line manager within the school for both appraisal and caseload supervision
* A high level of literacy and numeracy skills
* Good verbal and written communication skills
* Excellent organisation skills
* The ability to work independently and as part of a team
* Effective use of ICT to support learning
* Put children first, with high expectations of children, and a belief that all children can succeed
* Have experience of working with children with a variety of needs, including EAL and SEND
* Skills and expertise in understanding the needs of all students
 |
| **Personal qualities:*** Unconditional positive regard for all young people
* Excellent interpersonal skills
* Be enthusiastic and highly motivated in providing high quality experiences for our children
* Evidence of good relationships with pupils, parents and colleagues
* An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors
* A high level of commitment to the school and its continuing development
* Flexibility and the ability to balance priorities and absorb pressure
* Ability to relate well to children and adults
* Be a good communicator and committed to taking an active part in the life of the school
* Be flexible to last minute changes where these are necessary
 |
| **General:*** Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety, security, confidentiality and data protection
* To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
* Be responsible for own health and safety as well as that of colleagues, pupils and the public
 |