# Person Specification

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| **Job Title** | **Higher Level Teaching Assistant- Secondary** | | |
| **School** | **Seven Kings School** | **Salary Range** | **Scale LBR5 - £19,202 pro rata** |
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| **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 | | | |