

## Person Specification

**Job Title:** Specialist Teaching Assistant

| Qualifications                                                                                                                                          | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Level 2 qualification in English and Maths or equivalent                                                                                                | ✓         |           |
| Level 4 qualification                                                                                                                                   | ✓         |           |
| First Aid Training or willingness to complete within 12 months                                                                                          | ✓         |           |
| Willingness to complete training to be competent in facilitating Individual Health Care Plans, Risk Assessments and Personal Emergency Evacuation Plans | ✓         |           |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post.                                               | ✓         |           |
| HLTA qualification or willingness to complete within 18 months                                                                                          |           | ✓         |
| <b>Experience</b>                                                                                                                                       |           |           |
| Experience of working in a school environment                                                                                                           | ✓         |           |
| Experience working with children with complex Special Needs and/or disabilities                                                                         | ✓         |           |
| Experience of working with children with challenging behaviours                                                                                         | ✓         |           |
| Experience of using data to measure and monitor progress and attainment                                                                                 | ✓         |           |
| Experience of effectively working with parents/carers and other external agencies                                                                       | ✓         |           |
| Experience of working flexibly to meet business needs                                                                                                   | ✓         |           |
| <b>Skills</b>                                                                                                                                           |           |           |
| Be knowledgeable of the needs of students with learning difficulties and/or disabilities and the SEND Code of Practice                                  | ✓         |           |

|                                                                                                                                             |   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Ability to write reports, risk assessments, individual health care plans, personal emergency evacuation plans and other written information | ✓ |  |
| Be responsible for a case load of students as arranged by your line manager                                                                 | ✓ |  |
| Ability to track, monitor and report on EHCP life skill outcomes                                                                            | ✓ |  |
| Ability to provide personal care for students                                                                                               | ✓ |  |
| Excellent interpersonal, communication and listening skills                                                                                 | ✓ |  |
| Efficient and effective organisational skills, including ability to prioritise your workload                                                | ✓ |  |
| Ability to effectively manage student behaviour that promotes and supports learning                                                         | ✓ |  |
| Ability to respect and maintain confidentiality, including following general data protection regulations                                    | ✓ |  |
| Ability to relate to students in a pleasant the empathetic manner and to recognise potential child safeguarding issues                      | ✓ |  |
| Ability to work as a team member and to use your own initiative as the situation dictates                                                   | ✓ |  |
| <b>Other</b>                                                                                                                                |   |  |
| Satisfactory DBS check                                                                                                                      | ✓ |  |