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|  | **PERSON SPECIFICATION**  **POST Teaching and Learning Assistant (TA3)**    **GRADE Grade 4 Scale Point 19-22** |

**NOTE TO CANDIDATE:**

* The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
* The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
* The **How Identified** column shows how the Academy will obtain the necessary information about you.
* If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application

enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Qualifications**  **and Training** | * Grade C or above GCSE Maths and English (or equivalent) * Hold relevant qualifications at a level equivalent to at least NVQ Level 3. * Willingness to participate in other development and training opportunities. | Application Letter Interview | * Hold a certificate in First Aid training. * Level 2 Certificate in Supporting the Wider Curriculum. | Application form and Interview |
| Skills and Experience | * Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these * Ability to relate to children and adults * Ability to build effective working relationships with all pupils and colleagues * Ability to offer a firm but friendly approach and be self-confident in dealing with young people. * Ability to promote a positive ethos and role model positive attributes * Good numeracy and literacy skills. * Excellent communication skills both oral and written * Experience of working with children or young people with a range of special educational needs and/or disabilities | Application Letter Interview  References | * Willingness to develop ICT skills. * Understanding of technology – computer, video, photocopier etc. * Experience of working with and/or caring for children within an educational setting. * Willingness to undertake SEND specific qualifications | Application Letter Interview  References |

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Knowledge and Understanding** | * Awareness and understanding of school curriculum * Good awareness of inclusion, especially within a school setting * Experience of working with and/or caring for children * Understanding of technology (use of electronic spreadsheets) and other IT programmes / or the willingness to undergo the appropriate training | Application Letter Interview  References |  |  |
| **Profession Values and Practice** | To work towards demonstrating   * High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements * Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners * Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work * Ability to improve your own practice through observations, evaluation and discussion with colleagues * Ability to liaise sensitively with parents carers and understand the role that parents / carers play in their children’s education * Ability to effectively lead, monitor and evaluate targeted small group interventions covering a range of different skills. * Ability to manage time effectively. * Ability to keep accurate and detailed records in line with GDPR regulations. * Ability to maintain professional documents (such as Learning Plans) to a high standard. | Application Letter Interview  References |  |  |
| **Special Working**  **Conditions** | * To attend one Parents Evening per year. * To attend meetings with parents/professionals as required. * Lifting and carrying equipment as required. Or to undergo appropriate training. | Application Letter Interview |  |  |