|  | **PERSON SPECIFICATION****POST Teaching and Learning Assistant (TA3)** **GRADE Grade 4 Scale Point 7 - 11**  |
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**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.

|  | **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 InterviewReferences | * 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 InterviewReferences |

|  | **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 LetterInterviewReferences |  |  |
| **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 InterviewReferences |  |  |
| **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 |  |  |