

Sherbourne Fields School

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant/ Special Needs Teaching Assistant

SERVICE: Special Schools

SECTION: Sherbourne Fields School

Job Purpose:

KNOWLEDGE:

Understanding of the purpose of education and of the role of special schools
Understanding of the needs, feelings and characteristics of children and young people
Awareness of equal opportunities issues, especially those relating to people with disabilities
Understanding of the processes involved in teaching and learning

SKILLS & ABILITIES:

Good literacy and numeracy skills

Good ICT skills

Ability to:

- work as a member of a large multi-disciplinary team and liaise effectively with others
- work under the direction of the teacher, but also to use initiative
- communicate clearly in speech and writing with a range of adults and children
- use initiative and work with limited supervision
- be supportive, patient and caring
- deal appropriately with sick children
- deal sensitively and respectfully with pupils' personal care needs
- deal with situations calmly and efficiently
- keep clear accurate records
- communicate and empathise with parents and families

Willingness to:

- accept and respond to instructions, guidance and constructive criticism
- be involved in professional development and to receive relevant training, eg. manual handling, behaviour management, first aid, defensive driving & pool safety.
- be flexible and to adapt to change
- participate in manual moving and transfer of pupils

QUALIFICATIONS/TRAINING

GCSE English and Mathematics (A* to C/4 to 9)

Evidence of relevant education and training

EXPERIENCE

At least one year's experience of working with children and/or young people. This experience could take the form of paid employment or voluntary work.