

## PERSON SPECIFICATION

**SCHOOL:** Collingwood Primary School

**JOB TITLE:** TEACHING ASSISTANT LEVEL 2 – to support child on EHCP

**POST NO:**

**GRADE:** 3

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>RELEVANT EXPERIENCE</b>	Experience of working with or caring for children of relevant age either paid or voluntarily	Application Form/reference	Experience of working in a primary school environment with a child with special educational needs	Application Form
	Knowledge of child protection procedures and KCSIE	Application Form/Interview	Level 1 safeguarding qualification	Application Form
<b>QUALIFICATIONS</b>	NVQ 2 for Teaching Assistants or equivalent qualification.	Application Form	NVQ 3 for Teaching Assistants or equivalent qualification.	Application Form
	GCSE O Level Mathematics and English grade C or above or equivalent qualification.	Application Form/Interview	Knowledge of SEND Code of practice	
	Training in the relevant learning strategies e.g. literacy	Application Form	Recent phonic training	
<b>SPECIAL SKILLS AND ABILITIES</b>	Good numeracy/literacy skills	References/Interview/Application Form	Recent and relevant professional development in relation to speech and language , behaviour	Application Form

.....Continued overleaf

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>SPECIAL SKILLS AND ABILITIES</b>	Understanding relevant learning programmes/strategies	References/Interview	Awareness of Health and safety issues i	Application Form/Interview
	Basic understanding of child development and learning	References/Interview		
	Ability to self-evaluate learning needs and actively seek learning opportunities	References/Interview		
	Can manage behaviour of pupils in a reasonable manner	References/Interview	Knowledge of Restorative Practices	
<b>INTERPERSONAL/ COMMUNICATION SKILLS</b>	Has a caring positive attitude towards pupils welfare	References/Interview		
	An ability to work as part of a team	References/Interview	Experience of Multi Agencies approaches	
	Can assist the school in forming positive partnership with parents	Interview		
	Can maintain trust and confidentiality where appropriate	Interview/References		
<b>KNOWLEDGE</b>	A knowledge and commitment to safeguarding the welfare of children and young people	Interview/References	Understanding of the Every Child Matters Agenda, Prevent and Safer Working practices	Interview

DISCLOSURE OF CRIMINAL RECORD <b><u>(Please see attached for further details)</u></b>	#Declaration of full details of <u>everything</u> on candidates criminal record.	Application Form (after shortlisting).		
	#The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau.	Criminal Records Bureau's Disclosure (successful candidate only).		

Prepared by:

C.Mudd.....

Designation:

...Head.....

