**GREENWICH COUNCIL**

**PERSON SPECIFICATION**

**GRADE – SCALE 3**

**DEPARTMENT: EDUCATION**

**SECTION: KING’S OAK SCHOOL**

**POST DESIGNATION: TEACHING ASSISTANT**

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|  | **CRITERIA OR REQUIREMENTS** | **Method of Assessment** | **Short – listing criteria** |
| **A.** | **EXPERIENCE/EDUCATION** |  |  |
| 1. | Good communication skills (written and oral). | AF/I | √ |
| 2. | Experience of working with primary children with special educational needs in schools or in similar settings, including those with social, emotional and behavioural difficulties. | I |  |
| 3. | GCSE or equivalent qualifications in a range of subjects. | AF/I | √ |
|  |  |  |  |
| **B.** | **KNOWLEDGE/SKILLS/ABILITIES** |  |  |
| 1. | An understanding of appropriate strategies for behaviour management | AF/I |  |
| 2. | Working knowledge of the Secondary curriculum including planning, assessment and record keeping. | AF/I |  |
| 3. | Ability to support teachers in the development of resources and strategies to meet children’s special educational needs. | AF/I | √ |
| 4. | Understanding of partnership within schools and the ability to cooperate with staff at all levels. | AF/I | √ |
| 5. | Ability to communicate effectively with parents/carers and explain relevant information regarding the school and their children’s progress. | AF/I | √ |
| 6. | High level of sensitivity and confidentiality in dealing with pupils, parents/carers and colleagues.  | AF/I | √ |
| 7. | Ability to adapt to the requirements of different schools and classrooms.  |  | √ |
| 8. | Ability to use own initiative as well as being a team player  | AF/I |  |

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| **C.** | **EQUAL OPPORTUNITIES** |  |  |
| 1. | Understanding of and willingness to promote the Council’s Equal Opportunities Policies and the ability to implement these in the classroom. | AF/I | ∙√ |
| 2. | Ability to promote equality of opportunity in dealing with children, school staff, other professionals and parents. | AF/I | √ |

**A/F = Application form I = Interview**