



## Person Specification

### Teaching Assistant (Level 3 SEND) Grade 6 SCP 7-11

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Teaching Assistant Induction Training</li> <li>➤ Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li> <li>➤ 5 GCSEs or equivalent, including Maths and English</li> <li>➤ Excellent grammar, punctuation and spelling skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ HLTA qualification</li> <li>➤ QTS</li> <li>➤ First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ At least one year's relevant experience working in an educational setting</li> <li>➤ Experience of classroom administration support</li> <li>➤ Ability to plan and organise effectively</li> <li>➤ Ability to work with small groups or an individual pupil</li> <li>➤ Experience of supporting a pupil with an EHCP</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>➤ A comprehensive knowledge of school based education including child development</li> <li>➤ Knowledge of national learning strategies including literacy and numeracy</li> <li>➤ An understanding of non-school based support agencies</li> </ul>	



<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Good communication skills and ability to relate well to children, staff and parents</li> <li>➤ Evidence of working as part of a team</li> <li>➤ ICT and the willingness to update skills and undertake further training</li> <li>➤ Ability to supervise whole classes</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>➤ Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> <li>➤ Ability to train, supervise and develop other staff</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>➤ Flexibility and reliability</li> <li>➤ Willingness to develop skills with further training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sense of humour</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	