

**PERSON SPECIFICATION**

**Teaching Assistant**

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|  | **JOB REQUIREMENTS** |
| **KNOWLEDGE** | * Full working knowledge of relevant policies/codes of practice and understanding of relevant legislation. * A working knowledge of national curriculum and other relevant learning Programmes, including the National Strategy at KS3 and Key Stage Four examination requirements. * Understanding of the principles of child development and learning processes and in particular, barriers to learning.   - Full understanding of the range of support services and providers available through extended service provision. |

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| **SKILLS AND ABILITIES** | * Ability to plan effective actions for pupils at risk of underachieving. * Ability to self-evaluate learning needs. * Ability to relate well to children and adults and develop and maintain positive working relationships. * To work constructively as part of a team. * Effective organisational skills. * Demonstrate excellent interpersonal skills, including tolerance, patience and the ability to advocate. * Willingness to undertake further professional development activity. * An ability to recognise the need to adjust a course of action if that proves detrimental to the welfare and progress of the individual / group involved and an ability to be flexible in working with young people and their responses. |

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| **EXPERIENCE** | * Experience of working with children of relevant age or with general/specific special needs. * Supervisory experience. |
| **EDUCATIONAL** | * NVQ3 for Teaching Assistants or equivalent L3 qualifications or three years of relevant experience in Key Stage Three / Four student support activity with the ability and commitment to attain an NVQ3.   - Excellent literacy/numeracy skills equivalent to NVQ2 in English and Maths.  - Training in relevant strategies e.g. Literacy and/or in a particular curriculum/learning area e.g. ICT, Maths   * Demonstrates an ability to meet Higher Level Teaching Assistant Standards through an evidence portfolio, interview answers and / or reference. * ICT literate in use of WP, Spreadsheets, desk top publishing, email and educational software. |

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| **SPECIAL REQUIREMENTS** | \* "This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment" |