

## Person Specification

<b>Post Title</b>	<b>Higher Level Teaching Assistant</b>	<b>Grade/Scale</b>	6
<b>School, Section</b>	<b>Trinity School</b>	<b>Date of Person Specification</b>	June 2021

<b>Attributes</b>	<b>Minimum Criteria</b> (Amend/Delete as appropriate)	<b>Method of Assessment</b> (Delete as appropriate)	<b>Desirable Criteria</b> (Amend/Delete as appropriate)	<b>Method of Assessment</b> (Amend/Delete as appropriate)
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Recent successful experience of teaching a whole class under guidance</li> <li>A minimum of two academic years of experience of specifically working with ASC, SLD and/or PMLD pupils consistently delivering and working within TEACCH structure/PMLD pedagogy to an outstanding level</li> <li>A good working knowledge of current target-setting and assessment practise associated with EHC plans and their purpose in supporting pupil progress</li> <li>A good working knowledge of the School's Behaviour Policy and processes to follow relating to supporting pupils with complex and challenging behaviour</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>Prior recent successful experience of Instructing or Cover Supervisory work at Trinity School</li> <li>Experience of directing, leading and motivating a class team</li> </ul>	Application Test Interview
<b>Education, Training And Qualifications</b>	<ul style="list-style-type: none"> <li>To hold relevant qualifications equivalent to at least Level 3 (preferably in Teaching Assistant, Teaching and Learning or a relevant field) or a suitable level of specific experience</li> <li>Literacy and numeracy skills equivalent to at least Basic Skills Level 2 in English and Maths</li> <li>Willingness to attend other appropriate training to successfully fulfil the requirements of this post</li> </ul>	Application Test Interview	<ul style="list-style-type: none"> <li>To have completed or be willing to carry out a Level 3 Qualification and a Level 4 Certificate in Education</li> </ul>	Application Test Interview

<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• A good working knowledge of the School's safeguarding policies and procedures</li> <li>• Ability to take overall responsibility for the safeguarding and health &amp; safety of pupils when the Class Teacher is not present</li> </ul>	Application Test Interview		Application Test Interview
<b>English Language Requirement</b>	<ul style="list-style-type: none"> <li>• Literacy skills equivalent to at least Basic Skills Level 2 in English.</li> <li>• Ability to communicate to an excellent standard - verbally, in writing and via ICT</li> </ul>	Application Test Interview		Application Test Interview
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• The ability to develop good collaborative working relationships with colleagues, parents/carers and other professionals</li> <li>• Excellent communication and interpersonal skills that will support the joint leading of a class</li> <li>• Ability to effectively communicate with pupils</li> <li>• Demonstration of commitment to collaborative and co-operative working</li> </ul>	Application Test Interview		Application Test Interview
<b>Equalities and Diversity</b>	<ul style="list-style-type: none"> <li>• Clear commitment to equality, diversity and inclusion.</li> <li>• Good working knowledge of the School's Equal Opportunities Policy.</li> </ul>	Application Test Interview		Application Test Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• a proven good track record in supporting complex behaviours associated with autism, SLD and/or PMLD.</li> <li>• ability to plan and prepare effective activities and lessons to encourage learning and progression</li> <li>• ability to complete the paperwork required to support planning, preparation and other tasks either in writing or using ICT.</li> <li>• ability to work independently</li> <li>• ability to remain calm under pressure</li> <li>• ability to reflect and improve own knowledge and practice through advice and feedback</li> <li>• High expectations of being able to support pupils to reach their objectives and to fulfil their potential</li> <li>• Good ICT skills</li> </ul>	Application Test Interview		Application Test Interview

Management, e.g. People, Finance and Skills	<ul style="list-style-type: none"><li>Ability to successfully direct, lead and motivate a small team of Teaching Assistants</li></ul>	Application Test Interview		Application Test Interview
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Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes