**PERSON SPECIFICATION -** Alternative Provision Manager

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| **Attributes** | **Higher Level Teaching Assistant** | E = Essential  D = Desirable | Criteria measured:  Interview = I  Application Form = AF |
| Knowledge | Understanding of principles of child development, learning styles and independent learning.  Relevant experience of working with children in an educational setting (within specified age range/subject area) and leading on sessions with groups of students.  Working knowledge of relevant policies/codes of practice/legislation.  Experience of working with a range of alternative providers  Understanding of inclusion, especially within a school setting.  Experience of resources preparation to support learning programmes. | E  E  E  E  E  E | AF  AF  AF/I  AF  AF/I  AF/I |
| Skills and Abilities | Ability to work effectively within a team environment, understanding classroom roles and responsibilities.  Ability to build and maintain effective working relationships with all pupils and colleagues.  Ability to demonstrate, lead and motivate a team of staff, ensuring effective communication and deployment.  Ability to promote a positive ethos and role model positive attitudes.  Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.  Ability to adapt own approach in accordance with pupil needs.  Ability to continually develop and extend own working practices.  Excellent numeracy and literacy skills.  Effective use of ICT to support learning. | E  E  E  E  E  E  E  E  E | AF  I  AF  I  AF  AF/I  AF/I  AF  AF |
| Qualifications and training | Attainment of HLTA status via Assessment Only or Full Training Route.  Requirement to complete DfES Teacher Assistant Induction Programme.  NVQ111 or equivalent in Teaching Assistance.  Willingness to participate in relevant training and development opportunities.  Training in the literacy/numeracy strategy.  Training in Special Educational Needs strategies.  Willingness to undertake appointed person certificate in first aid administration. | E  E  E  E  E  D  E | AF  AF/I  AF  I  AF  AF  AF |
| Professional values and practice | Must be able to demonstrate all of the following:  High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.  Ability to build and maintain successful relationships with pupils treat them consistently with respect and consideration and demonstrate concern for their development as learners.  Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.  Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.  Able to liaise sensitively and effectively with parents and carers recognising role in pupils’ learning.  Able to improve their own practice through observations, evaluation and discussion with colleagues.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | E | AF/I |
| Special attributes required of the candidate | Participate in relevant training and development opportunities. | E | I |