



**Person Specification: Special Support Teaching Assistant**

| Key Criteria                | Essential   | Desirable  | Evidence                                  |
|-----------------------------|---|--|---|
| Qualifications and Training | <ul style="list-style-type: none"> <li>• Minimum of 5 A*-C GCSE (or equivalent) including English &amp; Maths</li> <li>• NVQ Level 3 for Teaching Assistants or equivalent qualification or experience</li> </ul>   | <ul style="list-style-type: none"> <li>• Willingness to undergo further training and development</li> <li>• Qualified in First Aid</li> <li>• Training in the relevant strategies, eg literacy and/or, in particular, curriculum or learning area eg bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc</li> </ul> | Application/Interview                     |
| Experience                  | <ul style="list-style-type: none"> <li>• Expertise of working with children age 11-16</li> <li>• Previous Teaching Assistant experience</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous experience of working in a secondary school</li> </ul>   | Application/Reference                     |
| Competence                  | <ul style="list-style-type: none"> <li>• Good time management and organisational skills</li> <li>• Excellent ICT skills</li> <li>• Effective communication in speech and writing</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Have a good understanding of the principles of child development and learning processes</li> <li>• Ability to relate well to children and adults</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies</li> <li>• Ability to work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to use initiative</li> </ul> | <ul style="list-style-type: none"> <li>• Have an understanding of Health &amp; Safety within the workplace</li> </ul>  | Application/Interview                     |
| Personal Qualities          | <ul style="list-style-type: none"> <li>• Shares the school's core values</li> <li>• Flexibility</li> <li>• Team player</li> <li>• Positive attitude</li> <li>• Insightful</li> <li>• Reflective</li> <li>• Supportive</li> </ul>  | <ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>   | Application/                              |
| Other requirements          | <ul style="list-style-type: none"> <li>• Good record of health and attendance</li> <li>• Smart appearance</li> <li>• Satisfactory DBS Clearance</li> </ul>  | <ul style="list-style-type: none"> <li>• Willingness to take responsibility for own development</li> </ul>   | Interview/<br>Presentation/<br>References |

