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| **Wheatley Hill Primary School**  **Person Specification**  **Teaching Assistant**  **Grade 3** | | | |  |
| **Category** | **Essential** | **Desirable** | **Evidence** | |
| **APPLICATION** | * Completed application form (any supporting letter to be no longer than 750 words) * Fully supported in reference |  | * Application Form | |
| **QUALIFICATIONS** | * A teaching assistant qualification at NVQ Level 3 or its equivalent   Or Relevant qualifications at NVQ Level 3 in Early Years  or Child Care   * Maths & English GCSE grade C/4 or equivalent | * A valid First Aid Certificate * HLTA qualification or other further training * Food Hygiene certificate * Any SEND qualifications | * Application Form * References * Certificates | |
| **EXPERIENCE** | * Experience of working with young children * Experience of effectively supporting teaching and learning, skills reflective of the DCC grade 3 job description * Experience of planning and evaluating learning activities * Involved in planning programmes of learning for individuals, groups and whole class * Experience of assessment and recording assessments * Experience of working successfully and co-operatively as a member of a team * Experience of supporting SEND pupils * Experience of record keeping systems and accurately updating information | * Experience of supporting pupils with SEND * Experience of working with pupils with challenging behaviour needs * Experience of Visual timetables, TEACCH, ASC Support systems * Experience of dealing with the general public * Experience of working in a school environment | * Application Form * References * Interview | |
| **SKILLS AND KNOWLEDGE** | * Ability to relate well with children and adults * Ability to work independently with individual children, small groups of children and whole class * Ability to use initiative when required * Ability to work as a member of a team * A willingness to work co-operatively with a wide range of professionals * Good communication skills – written and verbal * Use ICT effectively to support teaching and learning * Excellent organisational skills * Excellent communication and interpersonal skills * Ability to plan and prioritise workload and meet deadlines * Ability to collate data * Ability to communicate effectively both verbally and in writing * Demonstrating an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. * Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff, pupils/children, Governors, parents and the wider community * Ability to share good practice * Ability to meet the learning needs of pupils | * Ability to work within the LA and School’s policies and guidelines * Working knowledge of foundation, national curriculum key stages and government strategies * To be able to provide advice, guidance and information to various audiences * Knowledge of the SEND Code of Practice * Knowledge of effective learning strategies for SEND children aimed at improving behaviour and participation | * Application Form * Reference * Interview | |
| **PERSONAL QUALITIES** | * Sensitive to the needs of children and their parents/carers * Ability to work as part of a team * Calm and positive approach * Committed to professional development * Ability to use own initiative * Ability to work under pressure * Ability to be flexible and adaptable * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development. * Be a good role model to pupils in speech, dress, behaviour and attitude. * Ability to support our school ethos * Ability to demonstrate enthusiasm and sensitivity whist working with a SEND pupil | * Evidence of commitment to continuous professional development * Enthusiasm and a sense of humour | * Application Form * Reference * Interview | |