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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
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| **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
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| **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
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| **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
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| **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
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