



Leadgate Primary School
Person Specification
Teaching Assistant
Grade 3

Category	Essential	Desirable	Evidence
APPLICATION	<ul style="list-style-type: none"> Completed application form (supporting letter to be no longer than 750 words) Fully supported in reference 		<ul style="list-style-type: none"> Application Form
QUALIFICATIONS	<ul style="list-style-type: none"> A teaching assistant qualification at NVQ Level 3 relevant to the Key Stage or its equivalent OR Relevant qualifications at NVQ Level 3 childcare 	<ul style="list-style-type: none"> A valid Paediatric First Aid Certificate Good numeracy /literacy skills Food Hygiene certificate Additional SEN qualifications or recent accredited training(e.g., TEACHH approach; Behaviour Management; Writing Social Stories; Visual Communication System) Team Teach 	<ul style="list-style-type: none"> Application Form References Certificates
EXPERIENCE	<ul style="list-style-type: none"> Excellent behaviour management techniques and ways of overcoming barriers to learning Ability to establish and maintain firm and consistent boundaries Creativity and imagination – ability to adapt to the needs of the child An excellent and engaging communicator 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 record keeping systems and accurately updating information Recent experience of successfully working with children with support plans Experience of working with children presenting challenging behaviour 	<ul style="list-style-type: none"> Experience of delivering Letters and Sounds Experience of working in KS1 Experience of dealing with the general public Experience of working in a school environment Experience of contributing towards individual support plans. <ul style="list-style-type: none"> Experience in creating differentiated programmes, timetables, behaviour contracts 	<ul style="list-style-type: none"> Application Form References Interview

	<ul style="list-style-type: none"> • Experience of working within KS2 	<ul style="list-style-type: none"> • Use of a sensory learning environment 	
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to relate well with children and adults • Ability to work independently with individual children, small groups of children and whole class • A willingness to work co-operatively with a wide range of professionals • 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 communicate effectively both verbally and in writing • 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 meet the learning needs of pupils 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Application Form • Reference • Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to work as part of a team • Friendly and supportive. • Calm and positive approach • Committed to professional development • Ability to use own initiative • Excellent organisational skills and ability to meet deadlines • 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 • Ability to support our school ethos • Ability to demonstrate enthusiasm and sensitivity whilst working with a SEND pupil 	<ul style="list-style-type: none"> • Evidence of commitment to continuous professional development 	<ul style="list-style-type: none"> • Application Form • Reference • Interview