**THE OAKS SECONDARY SCHOOL – HIGHER LEVEL TEACHING ASSISTANT – TRANSITION**

PERSON SPECIFICATION AND CRITERIA FOR SELECTION

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | * Well written and fully completed application form
* Supporting letter showing knowledge of current issues relating to the education of pupils with SEND
 |  | * Application
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| QUALIFICATIONS | * NVQ Level 3 in Child Development or equivalent
* Higher Level Teaching Assistant (status)
 | * Qualifications in the education of pupils with SEND
 | * Application
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| PROFESSIONAL DEVELOPMENT | * Willingness to undertake professional development
* Willingness to undertake leading professional development of other staff
 | * Evidence of relevant professional development with particular reference transition
 | * Application
* Interview
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| EXPERIENCE | * At least 3 years post qualification experience of working as a Learning Support Assistant in a special school setting
* Evidence of ability to use skills, expertise and experience to support pupils’ learning and behaviour
* Experience of working with young people in KS3 and KS4
 | * Experience of planning and teaching lessons working in partnership with a member of the teaching staff
* Experience of producing reports
* Experience of supporting young people in Sixth form
* Experience of working with professionals from other agencies, including colleges/workplaces providers
 | * Application
* References
* Interview
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| SKILLS | * A working knowledge of the National Curriculum for Key Stages 3 and 4
* A high standard of written English, enabling concise and coherent reports and transition plans to be produced for learners in Years 11 and 14
* Ability to relate well to young people and adults
* Ability to work positively and constructively as part of a team, understanding school roles and responsibilities and your own position within these
* Ability to organise, lead and motivate a team
* Ability to work well with professionals from other schools, colleges and workplace providers to enable a smooth transition for learners starting or leaving The Oaks
* Good organisational skills
* Ability to use ICT effectively both to support learning and to aid assessment, recording and the production of reports and transition plans
* Ability to communicate sensitively with parents, supporting them during times of transition
* Ability to work within the LA and School’s policies and guidelines
 | * Good understanding of child development and learning processes
* Full working knowledge of relevant policies/codes of practice/legislation
* Understanding of statutory frameworks relating to teaching
* Good understanding of the transition process
 | * Application
* References
* Interview
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| PERSONAL ATTRIBUTES | * A strong desire to work with learners in Key Stage 4 & 6th form, assisting in their transition to post school providers
* Commitment to making the transition process for new pupils as smooth as possible for young people and their families
* Determination to continually improve own knowledge and skills and that of the staff team through evaluation and professional development
* Calm and positive approach
* Sensitivity to the needs of learners and their parents/carers
* A positive approach to the management of behaviour
* A high level of physical and emotional resilience
* Ability to organise own time and to meet deadlines
 |  | * Application
* References
* Interview
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