**SMART Multi Academy Trust**

**Person Specification**

**Teaching and Learning Support Assistant, Level 3 (SEND)**

**Stocksfield Avenue Primary School**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Experience of supporting pupils in a learning environment. |
| 2 | Knowledge of the new National Curriculum / Early Years Foundation Stage Framework. |
| 3 | Experience of classroom organisation. |
| 4 | NVQ Level 3 for Teaching Assistants or equivalent qualification. |
| 5 | GCSE or equivalent English and Maths.  |
| 6 | Experience of working in an Early Years Setting / a Key Stage 1 classroom.  |
| 7 | Experience of working with pupils with SEND |

**Desirable**

|  |  |
| --- | --- |
| 8 | Knowledge of teaching early reading.  |
| 9 | Experience of a wide range of interventions used to support pupils e.g. Numicon  |
| 10 | Paediatric First Aid Training |

**Part B: Assessment Stage**

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Experience of supporting SEND pupils in the learning environment. |
| 2 | Able to take an active role in co-ordinating reviews of pupil’s progress including liaising with other agencies as appropriate. |
| 3 | Able to produce accurate and up to date records and reports. |
| 4 | Able to undertake observations and assessments of pupils including those with SEND.  |
| 5 | Able to undertake routine marking where appropriate. |
| 6 | Able to work within and apply all relevant school policies and schemes of work. |
| 7 | Able to manage and work with groups of children effectively.  |
| 8 | Able to contribute effectively to planning provision.  |
| 9 | Committed to achieving further professional development. |
| 10 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: * + - motivation to work with children and young people
		- ability to form and maintain appropriate relationships and personal boundaries with children and young people
		- emotional resilience in working with challenging behaviours
		- attitude to use of authority and maintaining discipline,
		- able to work in partnership with other agencies
 |
| 11 | * + - No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
 |

**Desirable**

|  |  |
| --- | --- |
| 12 | Knowledge of SEN Code of Practice |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** | **Yes/No** | **Method** | **Yes/No** |
| Interview | Yes | Presentation | No |
| Lesson Observation | Yes | Structured discussion with pupils | No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1  | Enhanced Certificate of Disclosure from the Disclosure and Barring Service  |
| 2  | Additional criminal record checks if applicant has lived outside the UK  |
| 3  | Barred List check |
| 4 | Right to Work Check |
| 5  | Medical clearance |
| 6 | Two references from current and previous employers (or education establishment if applicant not in employment)  |