**Prince Bishops Primary School – Enhanced Teaching Assistant**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **APPLICATION** | * Correctly completed application form * A covering letter outlining what makes them a suitable candidate for the post (less than 1000 words) * Fully supported in reference |  |
| **QUALIFICATIONS** | * A teaching assistant qualification at NVQ Level 3 or its equivalent * GCSEs in English and Maths at Grade C/4 or above (or equivalents). |  |
| **EXPERIENCE** | * Experience of successful working in Key Stage 1 * Experience of supporting SEND pupils * Experience of effectively supporting teaching and learning, skills reflective of the DCC grade 5 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 leading interventions * Evidence of playing a part in the wider life of the school | * Experience of successful working across the Primary phase * Experience of liaison with external agencies |
| **PROFESSIONAL DEVELOPMENT** | * Commitment to ongoing professional development | * Attendance at relevant courses |
| **SKILLS** | * Evidence of maintaining high standards and pupils making at least good progress * Demonstrate a secure knowledge of child protection procedures * Able to make and maintain excellent relationships with children, parents and carers, colleagues and outside agency staff * Excellent communicator in both spoken and written English |  |
| **SPECIAL KNOWLEDGE** | * Knowledge of the National Curriculum * Knowledge of early reading and phonics * Demonstrate an understanding of and taking responsibility for promoting high standards of literacy including the correct use of spoken English. * Sound knowledge of child development theories * In-depth knowledge of positive behaviour strategies * Excellent communication and interpersonal skills * A willingness to work co-operatively with a wide range of professionals * Excellent organisational skills * 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 * Excellent IT skills to enhance pupil learning across the curriculum | * Knowledge of effective learning strategies for SEND children * Read, Write, Inc. trained * SEMH intervention strategies |
| **PERSONAL ATTRIBUTES** | * Be passionate about educating children to become confident lifelong learners, whilst treating them with respect and offering quality care, guidance and support * A willingness to try a range of strategies to ensure that all pupils maximise their potential * Ability to work independently and as part of a team * Willingness to be fully involved and committed to all aspects of Cotsford Primary life * Flexible * Be a good role model to pupils in speech, dress, behaviour and attitude. * Commitment to the personal development and well-being of all pupils. * Display warmth, care and sensitivity in dealing with children. * Ability to use initiative when required. * Calm and positive approach. | • Ability to bring personal interests and enthusiasm to the school community. |

**Person Specification and Criteria for Selection**