PERSON SPECIFICATION

JOB TITLE: Special School Teaching Assistant –A **DEPARTMENT: Education**

GRADE: 7 a - e **POST NO: TAA**

PREPARED BY: **DATE: 14 May 2014**

E = ESSENTIAL **D** = DESIRABLE	**SOURCE OF EVIDENCE - APPLICATION =** **TEST =** **INTERVIEW =**	**A** **T** **I**
	1. EXPERIENCE, direct work experience, other relevant experience. W =	
E	Experience of working in a school environment.	**A/I**
E	Clerical / administrative duties including making resources and record keeping.	**A/I**
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W =	
E	Policies and practices of schools.	**A/I/T**
E	A good understanding of National Curriculum / EYFS.	**A/I/T**
E	A good understanding of the area of safeguarding within schools and own role within that area.	**A/I**
E	A good understanding of child development.	**A/I**
D	A good understanding of SEN e.g. a knowledge of common conditions e.g. Autism and of common approaches to ensure pupils make progress e.g. TEACCH	**A/I**
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =	
E	Basic ICT skills.	**A/I**
E	Good communication skills – able to adapt them appropriately including using Makaton.	**A/I**
E	Understanding of positive behaviour management strategies and willingness to undertake Maybo training and refreshers as required.	**A/I**
		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =	
E	NVQ Level 3 or equivalent or specific experience.	**A/I**
D	Ability and qualification to drive minibus / carry out lifeguard duties.	**A/I**
E	English and Maths GCSE or equivalent.	**A/I**
D	First Aid certificate or equivalent.	**A/I**
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =	
E	Good relationship with pupils – acting as a role model.	**A/I**
E	Good team player.	**A/I**
E	Confidence and ability to lead a class for short periods as required.	**A/I**
E	Ability to mentor any new Teaching Assistants as requested by the Headteacher.	**A/I**
E	Flexibility e.g. being prepared to work / cover in any area of the school as required.	**A/I**
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =	**A/I**
	CONTRA INDICATIONS, if any W =	**A/I**