

Personnel Specification

Job Title Specialist Teaching Assistant

Grade 3BS points 7 – 11

Candidates should write Section G on their application form based on the Personnel Specification.

		Essential Attributes	Preferred Attributes
1	Qualifications	<ul style="list-style-type: none"> • Completion of Secondary School to CSE/GCSE standard • Accredited qualifications in English and Maths eg GCSE English and maths grade A* - C, grade 4 – 9 or equivalent 	<ul style="list-style-type: none"> • Relevant practical qualifications, for example first aid, health & safety • Relevant vocational qualifications, for example Health & Social care, Child Development, Childhood studies
2	Work Related Experience, Knowledge and Skills	<p>Proven record of:</p> <ul style="list-style-type: none"> • Providing specialist support to pupils with SEN and behaviour difficulties • Assessment and Monitoring of learning • Planning and evaluating specialist learning activities including IEP • Writing reports and record keeping • Providing effective short and longer term cover for teaching staff • Effective family liaison • Compliance with policies and procedures relevant to Child Protection and Health and Safety and be able to support others to do the same 	<ul style="list-style-type: none"> • Experience of working with pupils with social, emotional and behaviour difficulties • Experience of preparing resources and putting up displays • Experience working within a primary school environment.
3	Personal Skills and attitudes	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing • Interacts and communicates well with children and colleagues • Positive attitude and flexible approach • Ability to follow directions and complete tasks to a high standard • Ability to use own initiative and work independently • Reliable with excellent attendance and punctuality • Commitment to self-development and willingness to undertake further training • Commitment to equality principles 	<ul style="list-style-type: none"> • Values staff development and take responsibility for own professional improvement • Ability to support pupils using local amenities and community facilities
4	Other	This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English	

<p>DBS Required (please indicate the legal reason for DBS – if in doubt discuss with HR)</p>	<p><input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input checked="" type="checkbox"/> In a position of authority/trust <input type="checkbox"/> Other eg: auditors, solicitors</p>
<p>Work Related Travel (please indicate as appropriate)</p>	<p><input checked="" type="checkbox"/> Occasionally required (ie to travel to bank, other sites etc) <input type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Provide car for business use</p>
<p>Health & Safety Risk Assessment (please indicate which are applicable)</p>	<p><input type="checkbox"/> Regular Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> (Occasional risk) Risk of verbal abuse <input checked="" type="checkbox"/> (Occasional risk) Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles</p>

We recognise and welcome our responsibility to remove any barriers found in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please inform us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, enhanced DBS, health clearance and a 24 week probationary period.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).