



PERSON SPECIFICATION

Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title	Teaching, Learning & Support Assistant (TLSA)
Responsible to	Class Teacher & Senior Leadership Team
Salary Grade/Range	Grade 4 - Pro rata £20,816 - £22,187 / 35hpw / 44.85 wks. - Term Time Only

SELECTION CRITERIA for the post (E-Essential, D-Desirable),

1.	NVQ 2 qualified / training or equivalent (childcare/early childhood studies/teaching assistant or related qualification) GCSE or Level 2 English & maths qualification	E
2.	NVQ 3 qualified / training or equivalent (childcare/early childhood studies/teaching assistant or related qualification)	D
3.	Experience of working with children in an educational setting and those with SEND	E
4.	Ability to work within different school phases from key stage 1 – key stage 5 as directed by senior leadership	E
5.	Good Computer / ICT skills Effective communication skills Positive behaviour management strategies – examples and evidence to be seen at interview stage Awareness of Child Protection / Safeguarding	E
6.	First aid qualification Food hygiene qualification Ability to produce high level display work Minibus Driver	D
7.	Well presented, punctual & professional High expectations of self and children Able to work on own initiative Professionally discreet & able to respect confidentiality Well organised Good team player Enthusiastic Ability to adapt to a variety of situations, under pressure but still remaining level headed	E
8.	Willingness to support students on therapeutic swims, extra-curricular and residential visits Clean driving licence	D
9.	Awareness of equal opportunities Awareness of Health and Safety issues	E

Post holder signature:	
Print Name	
Date:	