



## 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.**

<b>Job title</b>	Teaching, Learning & Support Assistant (TLSA) with responsibility for speech, language and communication
<b>Responsible to</b>	SENCO & Senior Leadership Team
<b>Salary Grade/Range</b>	Grade 4/ £20,816.00 - £22,187.00/ 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	D
7.	Experience of working with children with Communication and Interaction as a main area of need Able to use Makaton and promote total communication approaches	D
8.	Ability to develop interventions programmes for SALT, producing resource and symbols to aid the implementation of these  Ability to organise workload and own timetable effectively  Work with a wide range of professionals Ability to monitor progress and set new targets under guidance of the Speech and Language Therapist and SENCo	D       E

9.	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
10.	Willingness to support students on extra-curricular and residential visits Clean driving licence	D
11.	Awareness of equal opportunities Awareness of Health and Safety issues Awareness of trauma sensitive approaches	E

<b>Post holder signature:</b>	
<b>Print Name</b>	
<b>Date:</b>	