



## PENN FIELDS

### 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/ £26,403.00 - £28,142.00/ Annually FTE/ 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)<br>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<br>Effective communication skills<br>Positive behaviour management strategies – examples and evidence to be seen at interview stage<br>Awareness of Child Protection / Safeguarding  | E          |
| 6. | First aid qualification<br>Food hygiene qualification<br>Ability to produce high level display work   | D          |
| 7. | Experience of working with children with Communication and Interaction as a main area of need<br>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<br><br>Ability to organise workload and own timetable effectively<br><br>Work with a wide range of professionals<br>Ability to monitor progress and set new targets under guidance of the Speech and Language Therapist and SENCo | D<br><br>E |

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| 9.  | Well presented, punctual & professional<br>High expectations of self and children<br>Able to work on own initiative<br>Professionally discreet & able to respect confidentiality<br>Well organised<br>Good team player<br>Enthusiastic<br>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<br>Clean driving licence  | D |
| 11. | Awareness of equal opportunities<br>Awareness of Health and Safety issues<br>Awareness of trauma sensitive approaches  | E |

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