



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) with responsibility for speech, language and communication
Responsible to	SENCO & Senior Leadership Team
Salary Grade/Range	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) 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

Post holder signature:	
Print Name	
Date:	