

PERSON SPECIFICATION

Teaching Assistant (Level 4)
with responsibility for SEND Transition and
Co-ordination of Children who are Looked After and Previously Looked After
Children

ASSESSMENT METHOD	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training			
Application/Interview	HLTA qualified or equivalent (foundation degree)		*
Application/Interview	Level 3 qualification in learning support and is working towards completing a HLTA qualification. (This must be completed within 12 months of appointment.)	*	
Application/Interview	Training in the relevant strategies of literacy	*	
Application/Interview	Specialist skills / training in curriculum or learning area	*	
Skills			
Application/Interview	Ability to work effectively within a team environment, understand classroom roles and responsibilities	*	
Application/Interview	Ability to organise, manage and motivate a team	*	
Application/Interview	Ability to promote a positive ethos and positive role model attributes	*	
Application/Interview	Ability to build effective working relationships with all pupils and colleagues	*	
Application/Interview	Ability to adapt own approach in accordance with pupil needs	*	
Application/Interview	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	*	
Application/Interview	Excellent numeracy and literacy skills equivalent to NVQ 2 in English and Maths	*	
KNOWLEDGE / EXPERIENCE			

Application/Interview	Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.	*	
Application/Interview	Minimum 4 year's experience of working with children in an educational setting within specified age range/ subject area	*	
Application/Interview	Good understanding of principles of child development. Learning styles and independent learning	*	
Application/Interview	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	*	
Application/Interview	Understanding of statutory frameworks relating to teaching	*	
Application/Interview	Experience of resources preparation to support learning programmes	*	
Application/Interview	Can use ICT effectively to support learning	*	
PROFESSIONAL VALUES AND PRACTICE			
Application/Interview	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	*	
Application/Interview	Ability to build and maintain successful relationships with pupils, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	*	
Application/Interview	Demonstrate and promote positive value, attitudes and behaviour they expect from the pupils with whom they work.	*	
Application/Interview	Able to improve their own practice through observations, evaluation and discussion with colleagues.	*	
Application/Interview	Ability to work collaboratively with colleagues and carry out the role effectively knowing when to seek help and advice	*	
Application/Interview	Ability to liaise sensitively and effectively with parents and carers, recognising role in pupil's learning	*	
Application/Interview	Willingness to participate in relevant training and development opportunities	*	
Application/Interview	Able to follow all safeguarding procedures effectively, understanding all staff have safeguarding responsibilities and expectations.	*	

