|  |
| --- |
|  **Personal Specification – L3 Teaching Assistant** |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications & Training** | * A minimum of 5 GCSE’s to include English & Maths at Grade C
* Evidence of Further Education such as A levels
* Full driving licence and own transport
* Evidence of in-service training
* Relevant previous experience
 | * IT qualification
* Understanding of health and safety issues and good practice
* EYFS experience
 | Production of theapplicant’s certificates |
| **Experience** | * Experience of working with pupils with severe and profound learning difficulties
* Good communication skills, both verbal and written
* Basic ICT Skills and using a range of software for teaching and learning
* Ability to work as part of a team, as well as on own initiative
* Ability to work under pressure and meet deadlines
* Good negotiation skills

|  |
| --- |
|  |

 | * Working with agencies who support school
 | Contents of theApplication Form.InterviewProfessionalreferences |
| **Knowledge & Skills** | * Competent use of ICT packages
* Understand the principles of the teaching and learning process
* Ability to work on own initiative with minimum of supervision
* Ability to relate well to children and young people, be an effective role model and motivate students to achieve success
* Ability to raise standards of attainment and aspiration
* Professional manner at all times
* Excellent interpersonal and organisational skills
* Strong numeracy and literacy skills
* Excellent communication skills, both verbal and written
* Knowledge of the national curriculum and other relevant learning strategies/programmes of study
* Ability to work well as part of a team
* High level of organisational skills
* An ability to develop good working relationships with parents and visitors to the school
* Ability to promote a positive image of the school
 | * Awareness of data protection and confidentiality procedures
* Commitment to the school’s safeguarding procedures
* Commitment to equality of opportunity
* Desire to support other colleagues within and beyond the school and its

school partnerships* Knowledge of school systems, e.g. SIMs
 | Contents of theApplication FormInterviewProfessionalreferences |
| **Personal Qualities** | * A proven record high level of attendance; honest; able to work effectively with little supervision and polite and courteous to all at School
* Willingness to be flexible with working hours to respond to the needs of the school
* Ability to remain calm under pressure and have a sense of humour
* Motivation to work with children and young people.
* To work and communicate effectively with colleagues in school
* To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers
 | * To identify and liaise with appropriate resources and agencies of support
* To demonstrate good administrative skills including report writing
 | Contents of theApplication FormInterviewProfessionalreferences |

|  |  |
| --- | --- |
|  |  |