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| **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 the  applicant’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 the  Application Form.  Interview  Professional  references |
| **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 the  Application Form  Interview  Professional  references |
| **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 the  Application Form  Interview  Professional  references |

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