

**Person Specification: Special Support Teaching Assistant**

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| **Key Criteria** | **Essential** | **Desirable** | **Evidence** |
| Qualifications and Training | * Minimum of 5 A\*-C GCSE (or equivalent) including English & Maths * NVQ Level 3 for Teaching Assistants or equivalent qualification or experience | * Willingness to undergo further training and development * Qualified in First Aid * Training in the relevant strategies, eg literacy and/or, in particular, curriculum or learning area eg bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc | Application/Interview |
| Experience | * Expertise of working with children age 11-16 * Previous Teaching Assistant experience | * Previous experience of working in a secondary school | Application/Reference |
| Competence | * Good time management and organisational skills * Excellent ICT skills * Effective communication in speech and writing * Ability to self-evaluate learning needs and actively seek learning opportunities * Have a good understanding of the principles of child development and learning processes * Ability to relate well to children and adults * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies * Ability to work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these * Ability to use initiative | * Have an understanding of Health & Safety within the workplace | Application/Interview |
| Personal Qualities | * Shares the school’s core values * Flexibility * Team player * Positive attitude * Insightful * Reflective * Supportive | * Good sense of humour | Application/ |
| Other requirements | * Good record of health and attendance * Smart appearance * Satisfactory DBS Clearance | * Willingness to take responsibility for own development | Interview/  Presentation/  References |