



## PERSON SPECIFICATION

**JOB TITLE:** Special School  
Teaching Assistant -A

**DEPARTMENT:** Education

**GRADE:** 7 a - e

**POST NO:** TAA

**PREPARED BY:**

**DATE:** 14 May 2014

<b>E = ESSENTIAL</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b>
<b>D = DESIRABLE</b>		<b>TEST = T</b>
		<b>INTERVIEW = I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W =</b>
<b>E</b>	Experience of working in a school environment.	<b>A/I</b>
<b>E</b>	Clerical / administrative duties including making resources and record keeping.	<b>A/I</b>
		<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>
<b>E</b>	Policies and practices of schools.	<b>A/I/T</b>
<b>E</b>	A good understanding of National Curriculum / EYFS.	<b>A/I/T</b>
<b>E</b>	A good understanding of the area of safeguarding within schools and own role within that area.	<b>A/I</b>
<b>E</b>	A good understanding of child development.	<b>A/I</b>
<b>D</b>	A good understanding of SEN e.g. a knowledge of common conditions e.g. Autism and of common approaches to ensure pupils make progress e.g. TEACCH	<b>A/I</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>
<b>E</b>	Basic ICT skills.	<b>A/I</b>
<b>E</b>	Good communication skills – able to adapt them appropriately including using Makaton.	<b>A/I</b>
<b>E</b>	Understanding of positive behaviour management strategies and willingness to undertake Maybo training and refreshers as required.	<b>A/I</b>
		<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W =</b>
<b>E</b>	NVQ Level 3 or equivalent or specific experience.	<b>A/I</b>
<b>D</b>	Ability and qualification to drive minibus / carry out lifeguard duties.	<b>A/I</b>
<b>E</b>	English and Maths GCSE or equivalent.	<b>A/I</b>
<b>D</b>	First Aid certificate or equivalent.	<b>A/I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>
<b>E</b>	Good relationship with pupils – acting as a role model.	<b>A/I</b>
<b>E</b>	Good team player.	<b>A/I</b>
<b>E</b>	Confidence and ability to lead a class for short periods as required.	<b>A/I</b>
<b>E</b>	Ability to mentor any new Teaching Assistants as requested by the Headteacher.	<b>A/I</b>
<b>E</b>	Flexibility e.g. being prepared to work / cover in any area of the school as required.	<b>A/I</b>
		<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>
		<b>A/I</b>
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>
		<b>A/I</b>