

## PERSON SPECIFICATION

**JOB TITLE:** Special School  
Teaching Assistant C

**DEPARTMENT:** Education

**GRADE:**  
**PREPARED BY:**

**POST NO:**  
**DATE:** 14 May 2014

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</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 with or caring for children in group setting of relevant school age.		<b>A/I</b>
<b>D</b>	Record keeping and administrative experience.		<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>	Basic first aid.		<b>A/I/T</b>
<b>E</b>	Some understanding of the area of safeguarding within schools.		<b>A/I/T</b>
<b>E</b>	Some understanding of child development.		<b>A/I</b>
<b>D</b>	Some understanding / experience of children with SEN.		<b>A/I</b>
			<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 willingness to learn Makaton.		<b>A/I</b>
<b>E</b>	Some understanding of positive behaviour management strategies and willingness to undertake Team Teach training.		<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>D</b>	English and Maths GCSE or equivalent.		<b>A/I</b>
<b>D</b>	Science and one other subject area GCSE or equivalent.		<b>A/I</b>
<b>D</b>	First aid certificate.		<b>A/I</b>
			<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>	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>