



## PERSON SPECIFICATION

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

**DEPARTMENT:** Education

**GRADE:**

**PREPARED BY:**

**POST NO:**

**DATE:** 14 May 2014

<b>E</b> = ESSENTIAL		<b>SOURCE OF EVIDENCE - APPLICATION</b> = <b>A</b>
<b>D</b> = DESIRABLE		<b>TEST</b> = <b>T</b>
		<b>INTERVIEW</b> = <b>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>