

**Person Specification**  
**Teaching Assistant / SEN Teaching Assistant**

Section	Information	Essential/ Desirable	How Identified
<b>Education &amp; Training</b>			
Formal qualifications & relevant training	Level 2 Maths and Literacy or willingness to work towards	E	Application Form
	Level 3 Teaching Assistant Apprenticeship (or equivalent level 3 qualification in a related area) or willingness to work towards	E	
	Support Work in Schools (S.W.I.S.) Level 2	D	
	Supporting pupils with S.E.N. Level 2 or 3 qualification	D	
<b>Experience</b>			
Ability to undertake duties of the post	Working or caring for children	D	Application Form, Interview
<b>Knowledge</b>			
Includes abilities	Good numeracy/ literacy skills	E	Application Form, Interview
	Appropriate knowledge of First Aid	D	
	Use of Technology e.g. ICT	D	
	Child Protection issues Health, Safety & Security issues	D	
	Data Protection issues	D	
<b>Physical Skills</b>			
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Effective use of learning materials and resources.	E	Interview
<b>Suitability to work with children and young people</b>			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
	Ability to work in a way that promotes the safety and well-being of children and young people	E	
<b>Additional Requirements</b>			



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	Ability to plan effective actions for pupils at risk of underachieving	E	Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities	E	
	Ability to relate well to children and adults	E	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	

**Person Specification**  
**Higher Level Teaching Assistant (HLTA)**

Section	Information	Essential/ Desirable	How Identified
<b>Education &amp; Training</b>			
Formal qualifications & relevant training	Higher Level Teaching Assistant status <b>OR</b> willingness working towards this. (Level 4)	E	Application form
	Level 2 Numeracy/ Literacy <b>OR</b> willingness to work towards	E	
	Training in relevant learning strategies e.g. literacy	E	
	Management qualification e.g. Level 3 ILM Certificate in First Line Management <b>OR</b>	D	
	Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)	D	
	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)	D	
<b>Experience</b>			
Ability to undertake duties of the post	Previous experience of working with children of the relevant age range in a learning environment	E	Application form, interview
<b>Knowledge</b>			
Includes abilities	Full working knowledge of relevant policies/codes of practice legislation.	E	Application form, interview
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies .	E	
	Constantly improve own practice/ knowledge through self-evaluation and learning from others.	E	
	Good understanding of child development and learning processes	E	
	Understanding of statutory frameworks relating to teaching	E	
	Appropriate knowledge in First Aid	E	



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Physical Skills			
	Effectively use ICT to support learning	E	Application form, interview
Suitability to work with children and young people			
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	E	DBS Disclosure Interview References
	Ability to work in a way that promotes the safety and well-being of children and young people	E	
Additional Requirements			
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Interview
	Committed to professional development in connection with the post	E	
	Work in accordance with the Trust's core values and behaviours	E	
	Travel in connection with the post	E	
	A commitment to equality/diversity in the workplace and the wider educational community	E	
	A commitment to safeguarding and promoting welfare for all	E	