

# POST OF ENHANCED TEACHING ASSISTANT – GRADE 5

**PERSON SPECIFICATION & CRITERIA FOR SELECTION**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| APPLICATION | * Completed application form (supporting letter to be no longer than 750 words)
* Fully supported in reference
 |  |
| QUALIFICATIONS | * A teaching assistant qualification at NVQ Level 3 or

NVQ Level 3 in Child Care or Early Years or a relevant equivalent  | * Good numeracy/literacy skills
* SEND qualifications
* A valid Paediatric First Aid Certificate
 |
| EXPERIENCE | * Experience of effectively supporting teaching and learning, skills reflective of the DCC grade 5 job description
* Experience of supporting SEND pupils
* Have experience of capturing children’s learning in ways that can be shared with children, parents and families
* Experience of planning and evaluating learning activities
* Experience of working cooperatively and successfully as a member of a team
* Experience of record keeping systems
 | * Experience of working with pupils in the Early Years environment.
* Experience of working with pupils across the Primary age range
* Experience of working with pupils with challenging behavioural needs
* Experience of visual timetables
* An understanding of the Early Years curriculum and provision
 |

|  |  |  |
| --- | --- | --- |
| SKILLS AND KNOWLEDGE | * Ability to relate effectively with children and adults
* Ability to work as part of a team
* Ability to work independently with individual children, groups of children and whole class
* Ability to use initiative when required
* Excellent communication skills used effectively in a variety of situations-written and verbal
* Ability to keep clear, concise records and to write reports
* Excellent organisational skills
* Understanding of child development and the needs and characteristics of young children, including those with additional needs
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* Willingness to work cooperatively with a wide range of professionals
 | * Knowledge of SEND Code of Practice
* Knowledge of effective learning strategies for SEND children
* Ability to use ICT effectively to support teaching and learning
 |
| PERSONAL QUALITIES | * Willing to support the ethos and practices of our Catholic school
* Ability to demonstrate a happy, enthusiastic, highly motivated personality
* Sensitive to the needs of children and their parents/carers
* Calm and positive approach
* Ability to be flexible and adaptable
* Ability to work under pressure and use own initiative
* High expectations of self, pupils and others
* Ability to demonstrate enthusiasm and sensitivity whilst working with a SEND pupil
* Ability to demonstrate high personal and professional standards and be a good role model to pupils in speech, dress, behavior and attitude
* Committed to professional development
* Willingness to contribute to the wider life of the school
 | * Practising Catholic
 |