

# POST OF ENHANCED TEACHING ASSISTANT – GRADE 5

**PERSON SPECIFICATION & CRITERIA FOR SELECTION**

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| **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 |

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| 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 |