**THE OAKS SECONDARY SCHOOL – HIGHER LEVEL TEACHING ASSISTANT – TRANSITION**

PERSON SPECIFICATION AND CRITERIA FOR SELECTION

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | * Well written and fully completed application form * Supporting letter showing knowledge of current issues relating to the education of pupils with SEND |  | * Application |
| QUALIFICATIONS | * NVQ Level 3 in Child Development or equivalent * Higher Level Teaching Assistant (status) | * Qualifications in the education of pupils with SEND | * Application |
| PROFESSIONAL DEVELOPMENT | * Willingness to undertake professional development * Willingness to undertake leading professional development of other staff | * Evidence of relevant professional development with particular reference transition | * Application * Interview |
| EXPERIENCE | * At least 3 years post qualification experience of working as a Learning Support Assistant in a special school setting * Evidence of ability to use skills, expertise and experience to support pupils’ learning and behaviour * Experience of working with young people in KS3 and KS4 | * Experience of planning and teaching lessons working in partnership with a member of the teaching staff * Experience of producing reports * Experience of supporting young people in Sixth form * Experience of working with professionals from other agencies, including colleges/workplaces providers | * Application * References * Interview |
| SKILLS | * A working knowledge of the National Curriculum for Key Stages 3 and 4 * A high standard of written English, enabling concise and coherent reports and transition plans to be produced for learners in Years 11 and 14 * Ability to relate well to young people and adults * Ability to work positively and constructively as part of a team, understanding school roles and responsibilities and your own position within these * Ability to organise, lead and motivate a team * Ability to work well with professionals from other schools, colleges and workplace providers to enable a smooth transition for learners starting or leaving The Oaks * Good organisational skills * Ability to use ICT effectively both to support learning and to aid assessment, recording and the production of reports and transition plans * Ability to communicate sensitively with parents, supporting them during times of transition * Ability to work within the LA and School’s policies and guidelines | * Good understanding of child development and learning processes * Full working knowledge of relevant policies/codes of practice/legislation * Understanding of statutory frameworks relating to teaching * Good understanding of the transition process | * Application * References * Interview |
| PERSONAL ATTRIBUTES | * A strong desire to work with learners in Key Stage 4 & 6th form, assisting in their transition to post school providers * Commitment to making the transition process for new pupils as smooth as possible for young people and their families * Determination to continually improve own knowledge and skills and that of the staff team through evaluation and professional development * Calm and positive approach * Sensitivity to the needs of learners and their parents/carers * A positive approach to the management of behaviour * A high level of physical and emotional resilience * Ability to organise own time and to meet deadlines |  | * Application * References * Interview |