KTS Academy

PERSON SPECIFICATION

POST: Teaching Assistant - General

GRADE: C (Level 2)

SUMMARY OF JOB: To work within a phase of the school under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	• Good numeracy / literacy skills • NVQ for TAs or equivalent qualifications or experience	• Team Teach • ICT Skills • Relevant further professional development	• Application form • Certificates
Experience	• Working with a range of pupils/ young adults with SEN	• Working with pupils of different ages and across the phases of the school • Delivering multi-disciplinary programmes to individual children	Application form Interviews References
Training	• Well informed about school policies and procedures. • Commitment to further training to develop personal skills • Has up to date knowledge of relevant legislation and guidance in relation to working with or the protection of children and young people	• Good knowledge of child development • Attendance at recent courses	Application form Interview
Personal	• Stamina and resilience • Excellent record of attendance and punctuality • Exemplary worker/excellent role model • Ability to cooperate and work as part of a team • Values and respects the views and needs of children and young people	• Flexibility to work across all phases of the school, curriculum areas, pupils with a variety of needs,	Interview References
Skills, knowledge and understanding	• Use of ICT and other technology to support learning • Assist with implementation and recording of IEPs • Monitor and evaluate pupil responses and progress (curricular and PSHE recording) • Is committed to continued personal and professional development. Is reflective and learns from past experience.	• Word processing skills to produce class based documents. Internet skills.	Application form Interview