

## Stopsley High School – Person Specification

### Post: Teaching Assistant SCD – Level 3

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Requirements necessary for safe and effective performance of the job	Essential	Desirable
<b>Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>● Good level of numeracy and literacy</li> <li>● Recognised qualification in English and Mathematics</li> <li>● Higher level qualification, e.g. HND, degree, NVQ3 for Teaching Assistants or other higher level qualification, or experience working with students with social communication difficulties</li> <li>● Working knowledge / general understanding of secondary curriculum and other basic learning programmes / strategies</li> <li>● Understanding of relevant policies / codes of practice and an awareness of relevant legislation</li> <li>● Evidence of recent continued professional development</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Proven experience of working in a successful team</li> <li>● Experience of working or caring for children of relevant age</li> </ul>	✓ ✓	
<b>Aptitudes and skills</b>	<ul style="list-style-type: none"> <li>● Good Communication skills</li> <li>● Good IT skills and able to use ICT effectively to support learning</li> <li>● Ability to be self-reflective and a willingness to seek learning opportunities</li> <li>● Ability to relate well to children and adults</li> <li>● Work constructively as part of a team, understanding classroom roles and responsibilities and your position within these</li> <li>● Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities</li> <li>● Well organised, self-motivated and hardworking</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> <li>• A caring approach and excellent interpersonal skills</li> <li>• First Aid Training</li> <li>• Team Teach Training</li> <li>• Moving And Handling Training</li> </ul>	√	√ √ √
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Confident and at ease when meeting and communicating effectively with a diverse range of people</li> <li>• Clear commitment to the team approach; able to exchange ideas and provide support for colleagues</li> <li>• Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations</li> <li>• Commitment to personal development</li> <li>• Proven experience of using initiative and taking responsibility as required</li> <li>• An excellent attendance and punctuality record</li> </ul>	√  √  √  √  √	
<b>Safeguarding children</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Enhanced DBS disclosure check</li> </ul>	√  √	