

### EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our

Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Teaching Assistant	<b>Directorate/School:</b> Penny Field School	<b>Scale point</b> <b>B1 4-6</b>
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Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	A minimum of 12 months relevant experience	Application form/interview	Desirable
		Working with Primary age pupils	Application form/interview	Desirable
		Working with children/young people with SEN including those with either communication needs, MLD, SEMH or ASD	Application form/interview	Essential
		General technical/resource support	Application form/interview	Desirable

	Education and Training Attainments	GCSE English/Maths Grade A - C	Application form/interview	Desirable
		Level 2 Qualification	Application form/interview	Desirable
		Level 3 Qualification	Application form/interview	Desirable
		Commitment to all CPD offered	Application form/interview	Essential

	General and Special Knowledge	Understanding of pupils with special educational needs	Application form/interview	Essential
		Knowledge of the range of ways that pupils communicate	Application form/interview	Desirable
		Knowledge of the range of ways that pupils learn	Application form/interview	Desirable
		Knowledge of how to support pupils who are experiencing emotional difficulties	Application form/interview	Desirable
	Skills and Abilities	Ability to relate well to children and adults	Application form/interview	Essential
		The ability to personalise and differentiate learning	Application form/interview	Desirable
		Ability to use correct English in spoken and written communication	Application form/interview	Essential
		Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Application form/interview	Essential
		Ability to respond calmly and use initiative	Application form/interview	Essential
		The desire to put the child first and treat them as an individual		Essential
		Ability to be positive in assisting to meet the individual needs of pupils		Essential

	Additional Factors	<p>Demonstrate a commitment to Equal Opportunities</p> <p>To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and Data Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
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