

BRACKNELL FOREST COUNCIL

PERSON SPECIFICATION

JOB TITLE: TEACHING ASSISTANT 3 (Senior)	SECTION:
DEPARTMENT: EDUCATION	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Very good literacy/numeracy skills (GCSE or equivalent)</p> <p>NVQ3 in teaching assistance or equivalent qualification or experience.</p> <p>Training in appropriate strategies e.g. literacy and/or in particular curriculum or learning area e.g. ICT, Maths, English, Bi-lingual, Signing, etc.</p> <p>Have undertaken appropriate first aid training.</p>	<p>May have achieved or be working towards Higher Level Teaching Assistant standard.</p> <p>Have professional or personal experience/training with children with SEND, specifically children with ASC.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with young people in a learning environment.</p> <p>Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation.</p> <p>Able to plan and deal with conflicting priorities in organising own work schedule.</p> <p>Able to use school ICT systems to support learning and perform a range of administrative tasks. Able to use other equipment e.g. video recorder, photocopier and relevant specialist equipment.</p> <p>Able to produce work sheets, administer course work and undertake a range of administrative tasks in support of the teacher.</p>	<p>Experience of working with secondary aged children.</p> <p>Knowledge and understanding of Special Educational Needs.</p>

	<p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.</p> <p>Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.</p> <p>Able to learn and take responsibility for own development and share knowledge with colleagues and support their development.</p> <p>Able to deliver educational work programmes, evaluate and implement strategies to enhance learning</p> <p>Able to work with pupils within an agreed behaviour management policy.</p> <p>Able to prepare/display relevant resources/materials for teaching and learning activities.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>To have a flexible approach and be able to prioritise and adapt to challenges throughout the working day.</p> <p>To be able to communicate effectively and appropriately, both verbally and in writing, with young people and adults paying particular attention to if they have communication, attention or behavioural problems.</p>	
Work-related Personal Requirements	<p>Experience of dealing with parents and carers.</p> <p>Committed to equality of opportunity</p>	

	<p>Able to demonstrate relevant practical skills for resource preparation.</p> <p>Able to supervise small groups.</p> <p>A suitability and interest in working with children/young people with Autism Spectrum Conditions.</p> <p>Commitment to continuing professional development</p>	
Other Work Requirements	<p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p> <p>A satisfactory enhanced Disclosure by the Disclosure and Barring Service</p>	