

## Highbury School

### Personnel Specification – Teaching Assistant

	Essential	Desirable	How Identified
<b>Practical Intellectual Skills and Qualifications</b>	<p>To communicate effectively with pupils, staff, parents/carers, governors and visitors.</p> <p>To be able to write in standard English.</p>	<p>GCSE or equivalent in English</p> <p>Basic First Aid Qualification –e.g. St. John's or Red Cross</p> <p>Driving licence</p> <p>Computer literate</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>
<b>Experience</b>	<p>Previous experience of working with pre-school or primary age children in a school setting or with people who have learning difficulties.</p>	<p>Experience of working with children with learning difficulties (May be in a voluntary capacity).</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Training</b>	<p>Willingness to attend courses – for example Moving and Handling; Positive Behaviour Management; Safeguarding Communication and Literacy.</p>	<p>Appropriate career training for working with children</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
<b>Special Knowledge</b>	<p>An awareness of child development and safeguarding</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>- Child development</li> <li>- Early Years</li> <li>- SEN</li> <li>- Primary Curriculum</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>
<b>Disposition and Attitudes</b>	<p>Express a positive attitude to pupils with SEN, regarding their needs and developing abilities.</p> <p>Able to</p> <ul style="list-style-type: none"> <li>- respond effectively to changing circumstances</li> <li>- exercise sensitivity and discretion in challenging circumstances</li> <li>- manage pressure effectively</li> <li>- willingness to participate in the curriculum with enthusiasm and accuracy ( including personal care, positive behavior and swimming</li> <li>- use initiative in a variety of situations.</li> </ul>	<p>Experience of working as part of a reflective team</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Physical</b>	<p>Able to undertake all moving and handling operations, of pupils and objects, adhering to individual risk assessments/plans and behaviour management plans.</p>		<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>