

EMPLOYEE SPECIFICATION

Job Title:	LEAD SPECIALIST TEACHING ASSISTANT	Grade: S02 – 36 hours pw
Department:	WOODBRIGE PARK EDUCATION SERVICE	Term Time Only
Division/Section: Children and Adult Services		

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met. *Candidates who do not meet Essential criteria will not be considered.*

Criteria should either be addressed on the application form or in the statement of application. Criteria will be further tested later in the process at interview.

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

No	Criteria/Competencies	Essential	Desirable	Form	Interview
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	Skills/Abilities/Knowledge				
1	Excellent inter-personal skills and able to communicate effectively verbally and in written form.	X		X	
2	The ability to make excellent positive relationships with children and their teachers	X		X	X
3	Highly developed organisational skills		X	X	
4	Proven ability to work in a positive way with students whose behaviour is challenging.	X		X	X
5	Possess appropriate IT skills relevant to the post – experience of Read/Write/Inc software, plus a good knowledge of Microsoft Word, Excel, Powerpoint, Email and the ability to complete searches on the Internet.	X		X	X
6	Relevant courses for Teaching Assistants and on issues of support of SEN students (e.g. social skills) Experience of working with students who have Autism and ADHD and Specific Learning Difficulties.	X		X	X
7	A Levels or equivalent English/Maths – Excellent numeracy and Literacy Skills	X		X	X

9 An essential requirement is being able to be Team Teach trained and then use this training as and when needed.

X			X
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	Experience
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1	Be able to demonstrate the motivation and skills to support students with learning and behaviour difficulties in an education setting	X		X	X
2	Experience of delivering highly structured interventions and therapeutic input to children and young people with SEND	X		X	X
3	Work in previous schools with secondary school students	X		X	X
4	Experience of managing staff and the work of others		X	X	X
5	Possess basic knowledge of First Aid, food hygiene and Health and Safety or be willing to undertake training.		X	X	

	Disposition
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1	Flexibility and resilience		X	X	
2	Practical approaches to problem solving		X	X	
3	Confidence and ability to make decisions		X	X	
4	Ability to stay calm in potentially challenging situations	X		X	X
5	Ability to work in a team and also on own initiative and to manage own time	X		X	
6	Enthusiasm for working with challenging students	X		X	X

	Commitments
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1	Commitment to equality of opportunity	X		X	
2	Commitment to achieving high standards	X		X	X
3	Commitment to all aspects of inclusive education	X		X	X
4	Commitment to encouraging participation of stakeholders, Parents/carers and the wider community in the life of the Service	X		X	X
5	Commitment to working across sites as directed	X			X