**Person Specification for a TA (Supporting pupils with special educational needs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes of the post holder** | **Essential to have at the time of appointment** | **Essential to develop with training** | **Desirable** |
| **Education**  GCSE A-C in English and Maths or equivalent.  A level 2 Teaching Assistant/Child Care qualification or equivalent. | **√** |  | **√** |
| **Knowledge and experience**  Knowledge of effective approaches to supporting young children’s learning.  Knowledge and understanding of safeguarding.  Experience of supporting Infant children in an education setting. | **√** | **√** | **√** |
| **Skills and abilities**  Good communication skills  IT skills  An ability to establish an appropriate balance between supporting a pupil to complete a task while encouraging independent learning and ensuring the pupil has understanding of the learning objectives of the lesson.  An ability to identify and gather information about a pupil’s academic progress and personal development and share this with others such as the class teacher and SENCo.  An ability to develop an understanding of the school’s arrangements for assessing pupil progress and record keeping and contribute to the maintenance of records.  Knowledge and experience of Makaton | **√** | **√**  **√** | **√**  **√**  **√** |
| **Personal qualities**  An ability to establish good professional relationships and rapport with pupils and parents.  Energy and enthusiasm for working with young children.  Good organisational skills and time management skills.  A preparedness and ability to take initiative.  An awareness and acceptance of the need for confidentiality.  A willingness to learn and undertake further training to ensure the required knowledge for the post is kept updated. | **√**  **√**  **√**  **√**  **√**  **√** |  |  |