

## PERSON SPECIFICATION

**JOB TITLE: UQT**

**DEPARTMENT: Education**

<b>E = ESSENTIAL</b>		<b>SOURCE OF EVIDENCE</b>	<b>APPLICATION = A</b>
<b>D + DESIRABLE</b>			<b>TEST = T</b>
			<b>INTERVIEW = I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>		<b>W =</b>
<b>E</b>	At least 3 years in a school environment with a relevant age group		<b>A</b>
<b>E</b>	Planning, preparing and delivering learning activities		<b>A</b>
<b>E</b>	Supervision of Staff		<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>		<b>W =</b>
<b>E</b>	Full working knowledge of Policies and Practices of Schools		<b>A/I</b>
<b>E</b>	Working knowledge of National Curriculum/EYFS		<b>A/I</b>
<b>E</b>	Good understanding of the area of safeguarding within schools and own role within that area		<b>A/I</b>
<b>E</b>	Good understanding of principles of Child Development		<b>A/I</b>
<b>E</b>	A good Understanding of SEN eg a knowledge of common conditions eg Autism and of common approaches to ensure pupils make progress eg TEACCH		
	<b>3. SKILLS&amp;ABILITIES, Essential/capable of doing, Desirable/able to train.</b>		<b>W =</b>
<b>E</b>	ICT, in particular Microsoft office and school learning packages		<b>A/I</b>
<b>E</b>	Good communication skills – able to adapt them appropriately including using Makaton/PECS		<b>A/I</b>
<b>E</b>	Understanding of positive behaviour management strategies and willingness to undertake Team Teach training and refreshers as required		<b>A/I</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EXPERIENCE also identify training to be given.</b>		<b>W =</b>
<b>E</b>	Met Higher Level Teaching Assistant Standards		<b>A</b>
<b>D</b>	NVQ Level 4 or equivalent		<b>A</b>
<b>E</b>	English and Maths GCSE, Grade C or above or equivalent		<b>A</b>
<b>D</b>	Ability and qualification to drive minibus/ carry out lifeguard duties		<b>I</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>		<b>W =</b>
<b>E</b>	Good relationship with pupils – acting as a role model		<b>I</b>
<b>E</b>	Good Team Player		<b>A/I</b>
<b>E</b>	Confidence and Ability to lead a class and manage class team appropriately as required		<b>A/I</b>
<b>E</b>	Ability to mentor any new TAs as requested by Head Teacher		<b>I</b>
<b>E</b>	Flexibility – eg being prepared to work/cover in any area of the school as required		<b>I</b>
	<b>6. OTHER FACTORS, Physical, mobility, Availability, Conditions etc.</b>		<b>W =</b>
	<b>CONTRA INDICATIONS, if any</b>		<b>W =</b>

