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| Birchwood Avenue Primary School  Teaching Assistant Person Specification |  |

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| Criteria | Qualities |
| Qualifications | * NVQ level 2 in numeracy & literacy (or equivalent GCSEs) * Range of relevant CPD in preparation for the role |
| Experience | * Successful learning support in a school * Experience across the entire primary phase * Experience of leading whole class learning * Relevant experience working with students with SEND, preferably within a school setting * Relevant experience working with students with SEMH |
| Skills and knowledge | * Excellent communication and interpersonal skills, with the ability to work collaboratively with a range of stakeholders * Patience, empathy, resilience, and a genuine passion for working with students with SEND * Strong organizational skills and the ability to prioritize and manage workload effectively * • Knowledge of relevant teaching strategies * Intermediate knowledge of ICT to produce resources to support learning * Knowledge of data protection and confidentiality * An understanding of the school’s ethos and values * An awareness of keeping children safe in education * Working knowledge of health, wellbeing and safety * Strategies to promote good behaviour and discipline * Knowledge of child development and children’s personal development needs * Communication (written and verbal) * Problem solving * Team working * Active listening * Effective time management * Organisational skills * Ability to organise, lead and motivate a team * Ability to self-evaluate learning needs and actively seek learning opportunities |
| Personal qualities | * Drive and ambition * Flexible * Creative * Committed and enthusiastic * Reflective |

*This post is classes as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.*

*This role will be reviewed annually as part of the PMD process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*May 2025*