

## PERSON SPECIFICATION

**JOB TITLE:** Apprentice Teaching Assistant/ Special Needs Teaching Assistant

**SERVICE:** Special Schools

**SECTION:** Sherbourne Fields School

**Job Purpose:**

**KNOWLEDGE:**

Understanding of the purpose of education and of the role of special schools  
Understanding of the needs, feelings and characteristics of children and young people  
Awareness of equal opportunities issues, especially those relating to people with disabilities  
Understanding of the processes involved in teaching and learning

**SKILLS & ABILITIES:**

Good literacy and numeracy skills

Good ICT skills

Ability to:

- work as a member of a large multi-disciplinary team and liaise effectively with others
- work under the direction of the teacher, but also to use initiative
- communicate clearly in speech and writing with a range of adults and children
- use initiative and work with limited supervision
- be supportive, patient and caring
- deal appropriately with sick children
- deal sensitively and respectfully with pupils' personal care needs
- deal with situations calmly and efficiently
- keep clear accurate records
- communicate and empathise with parents and families

Willingness to:

- accept and respond to instructions, guidance and constructive criticism
- be involved in professional development and to receive relevant training, eg. manual handling, behaviour management, first aid, defensive driving & pool safety.
- be flexible and to adapt to change
- participate in manual moving and transfer of pupils

**QUALIFICATIONS/TRAINING**

GCSE English and Mathematics (A\* to C/4 to 9)

Evidence of relevant education and training

**EXPERIENCE**

At least one year's experience of working with children and/or young people. This experience could take the form of paid employment or voluntary work.