



## PERSON SPECIFICATION

**Job Title**                      **Learning Supervisor /Teaching Assistant**

	Job Requirements	Measurement*
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of relevant codes of practice and legislation</li> <li>▪ Challenges facing young people which may prevent them from learning</li> <li>▪ The principles of child development and learning process and in particular barriers to learning</li> <li>▪ The types of special needs encountered in schools, methods of providing support in school and from external providers</li> <li>▪ Experience of working within a school/groups of young people on a voluntary or paid basis</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ To effectively use ICT and use of other equipment</li> <li>▪ Ability to relate well to children and adults and form constructive relationships</li> <li>▪ Work constructively as part of a team</li> <li>▪ Ability to self-evaluate learning needs</li> <li>▪ Good level of written and verbal communication skills</li> <li>▪ Good time management</li> <li>▪ Good organisational skills</li> <li>▪ Flexible approach</li> <li>▪ Identify and set targets for development for individual students</li> <li>▪ Relate well to children and adults and form constructive relationships</li> <li>▪ Devise, implement and monitor individual action plans for students</li> <li>▪ Work Independently but also a good team member</li> <li>▪ Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision</li> </ul>	<p>A/I</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<b>Educational</b>	<ul style="list-style-type: none"> <li>▪ Good literacy and numeracy skills</li> <li>▪ NVQ2 for Teaching Assistants or equivalent qualifications and experience</li> </ul>	Certificates
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>▪ This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check by the Disclosure &amp; Barring Service (DBS) will be required prior to appointment.</li> </ul>	DBS

**A= Application**

**I = Interview**

**R = References**