



# BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

## Person Specification

### Teaching Assistant Co-ordinator (Secondary School) AAAE5054

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"><li>City &amp; Guilds Certificate in Learning Support eg NNEB/BTEC Childhood Studies (Nursery Nursing) or equivalent</li><li>Evidence of further study in a related field.</li></ul>	<ul style="list-style-type: none"><li>A range of GCSE (or equivalent) qualifications at Grade C (4/5) or above (at least in English and mathematics).</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li><li>certificates</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of successful work with young people with additional learning needs including those with emotional and behavioural difficulties</li></ul>	<ul style="list-style-type: none"><li>Worked positively with young people in an educational or caring situation</li></ul>	<ul style="list-style-type: none"><li>Interview</li><li>Application form</li></ul>
<b>Job Related Knowledge</b>	<ul style="list-style-type: none"><li>Knowledge of the Secondary curriculum</li></ul>	<ul style="list-style-type: none"><li>Ability to relate positively to students who may display challenging behaviour</li><li>Ability to work as a team member</li><li>Ability to work with small groups of students under supervision</li></ul>	<ul style="list-style-type: none"><li>Interview</li><li>Application form</li></ul>



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<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Must show an understanding and appreciation of the needs of students with learning difficulties</li> <li>• Understanding of social and educational issues that impact upon young people</li> <li>• Resilient</li> <li>• Flexible enough to cope with changing situations</li> <li>• Ability to maintain a sense of proportion, perspective and good humour</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> <li>• IT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to providing equality of opportunity for all young people</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>