



Person specification TA Level 3

	Essential	Desirable
Qualifications		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Educated to degree level or equivalent		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of working with young children and their families in a multicultural environment	✓	
Experience of developing and delivering individual education programmes for children with specific needs	✓	
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Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes	✓	
Experience of tracking progress of students with SEND in and out of class		✓
Experience of setting up and running a range of administrative systems		✓
Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	✓	
Experience of developing banks of resources for students and teachers		✓
Experience of contributing towards the Assess-Plan-Do-Review cycle		✓
Experience of working with students with physical disabilities and training in moving and handling		✓
Understanding of the SEND Code of Practice 2014		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure whilst maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	

Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and students and the wider school community	✓	
Ability to work some evenings	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓