



PERSON SPECIFICATION

TA Year Co-Ordinator

	Essential criteria
Knowledge	1.1 NVQ Level 3 for Teaching Assistants or equivalent based upon experience. 1.2 English and Maths GCSE at grade 4 and above or equivalent 1.3 Sound knowledge of SEN Code of Practice 1.4 Knowledge of school policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning and Equal Opportunities. 1.5 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment 1.6 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils 1.7 Sound knowledge of literacy and numeracy strategies
Experience	2.1 Experience of working as a Teaching Assistant (or equivalent) supporting pupils in a classroom environment, including those with special educational needs 2.2 Experience of using Information Technology to support pupils in the classroom
Skills & Abilities	3.1 Ability to take a lead role in co-ordinating reviews of pupils' progress, including liaising with other agencies as appropriate 3.2 Ability to produce accurate and up-to-date records and reports as required 3.3 Ability to undertake observations and assessments of pupils including those with special educational needs 3.4 Ability to differentiate learning resources to meet the complex needs of the pupils
Personal Qualities	4.1 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 4.2 Willingness to attend INSET days and some after school meetings on a paid basis 4.3 Willingness to maintain confidentiality on all school matters
	Desirable criteria
	5.1 STAC or other NVQ Level 4 equivalent courses 5.2 NVQ assessor qualifications D32 and D33