



Rainhill St Ann's CE Primary School
 View Road, Rainhill, Merseyside, L35 OLQ
 Tel 0151 426 5869, www.rainhillstanns.co.uk
 Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
 Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

ATTENDANCE OFFICER & THERAPEUTIC TEACHING ASSISTANT PERSON SPECIFICATION

(Essential and Desirable)

| EDUCATION & TRAINING | |
|--|---|
| To have a qualification in Childcare (NNEB or NVQ) or equivalent qualification or experience of working with children. | E |
| Willingness to take part in appropriate training and personal and professional development as directed by the school management team | E |
| Experience of using CPOMS & Arbor | D |
| EXPERIENCE | |
| Experience of working with primary aged pupils and families | E |
| Experience of working with pupils with Special Educational Needs | D |
| Experience of Safeguarding children | E |
| Experience in delivering academic and therapeutic interventions | D |
| Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies | D |
| KNOWLEDGE | |
| Knowledge of how to safeguard children | E |
| An understanding of the varied needs of children as they develop socially and academically. | E |
| A knowledge of behaviour management techniques that support school and classroom practices and behaviour during playtimes/ lunchtimes. | E |
| Knowledge of the value of constructive play | D |
| SKILLS | |
| Able to communicate effectively with children and engage families | E |
| Ability to motivate pupils | E |
| Ability to work as part of a team | E |
| Ability to manage time effectively | E |
| Ability to take direction | E |
| Excellent De-escalation Skills | E |
| High standards of written and spoken English that supports pupils' learning | E |
| Organisational skills | E |
| Ability to use IT, including the internet and email | E |
| Initiate games and activities appropriate to the age of the children | E |
| Remain calm in a crisis | E |
| Recognise behaviour giving cause for concern, and inform teaching staff | E |
| Have the ability to analyse data and strategically plan intervention on a case by case basis | E |
| Ability to meet deadlines | E |
| Is able to prioritise, plan and organise activities | E |
| PERSONAL QUALITIES | |
| An ability to inspire and motivate young children | E |
| High level of professionalism | E |
| Patience, understanding, caring, sense of humour | E |
| Adaptable and flexible to the needs of the children | E |
| Respect confidential information | E |
| Ability to work on own initiative | E |
| Calm under pressure | E |
| Tolerant | E |



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