

## PERSON SPECIFICATION - SEND ASSISTANT



The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Person Specification	Essential/ Desirable	How assessed
<b>Experience</b>		
1. Experience working with children of relevant age.	Essential	A SS
<b>Qualifications/Training</b>		
2. Good numeracy/literacy skills (GCSEs at A* to C or equivalent)	Essential	A I T
3. Experience of running intervention and activities groups (under supervision)	Desirable	A SS
<b>4. Knowledge/Skills</b>		
5. Ability to use ICT effectively to support learning.	Essential	A SS
6. Good organisational skills	Essential	SS I
7. The ability to be flexible and remain calm in stressful situations	Essential	SS I
8. A general understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.	Essential	SS I
9. A basic understanding of principles of child development and learning processes.	Essential	SS
10. Ability to self-evaluate learning needs and actively seek learning opportunities.	Desirable	SS
11. Ability to relate well to children and adults.	Essential	SS I
12. Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Essential	SS I
13. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	Essential	SS I
14. Good written and oral communication skills	Essential	SS I T
<b>Personal Qualities</b>		
15. Enjoyment of working with children	Essential	SS I
16. A good team player.	Essential	SS
17. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	Essential	SS I
18. Commitment to maintaining confidentiality at all times	Essential	SS
19. Commitment to safeguarding pupil's wellbeing and equality	Essential	SS I

**Key:**

SS	Supporting Statement	T	Task
A	Application Form	I	Interview