

Person Specification - SEMH Support Assistant (TA3)

Category	Criteria	Essential	Desirable	Source
Qualifications	Level 3 NVQ in supporting teaching and learning.	✓		A
Experience	Recent, successful experience relevant for the post.	✓		A, R
	Early Years/ Key Stage 1 experience.	✓		A, R, I
	ELKLAN Level 3, Speech and language support, Nurture UK, Attachment in the classroom, Understanding Adverse Childhood Experiences ACEs, Positive Behaviour Management training, Trauma informed practice.		✓	A, R, I
Knowledge & Understanding	Ability to implement planned learning activities and adjust activities accordingly.	✓		A, R, I
	Ability to communicate with children to encourage social, educational and physical development and good behaviour.	✓		A, I, T
	Ability to support independent learning and inclusion of all pupils as required.	✓		
	Ability to support the needs of individual children by implementing agreed intervention strategies/programmes.		✓	I, R, T
	Ability to assist in the development of individual development plans for pupils (such as Individual educational plans).		✓	
	Ability to maintain accurate children's records.	✓		A, R, I
	Ability to provide feedback to the teacher and pupils on pupil progress and behaviour.		✓	
	Ability to work with parents/carers to exchange information and to help address a child's needs.		✓	R, I
	Ability to contribute to planning of learning activities.	✓		A, R, I
	Ability to support the use of ICT in the curriculum.	✓		
	Ability to organise, arrange and provide resources for lessons/activities under the direction of the teacher.		✓	I, T
Skills, Abilities & Competencies	Be able to demonstrate good Literacy and numeracy levels.	✓		A, T
	Be able to share information about pupils with other staff, parents / carers, as appropriate.	✓		A, I
	Be able to develop and maintain effective partnerships with parents/carers to promote learning and provide information.		✓	I
	Be able to manage behaviour positively and effectively.	✓		R

	Be able to resolve day to day problems in relation to learning activities.	✓		I, T
	Be able to assist with break-time supervision including facilitating games and activities.		✓	
	Be able to provide support and guidance to other staff and volunteers.		✓	I
	Be able to select, prepare and clear away classroom materials and learning areas and develop and present displays.		✓	
	Be able to conduct all activities in a professional manner at all times.	✓		I
Personal Qualities	Excellent communicator	✓		A, I
	Highly organised	✓		A, I
	Ability to meet deadlines and maintain up-to-date records	✓		A, R
	Work swiftly and decisively under pressure	✓		I, R
	Ability to work in a team	✓		A, I
	Resilient	✓		I
	Positive attitude, energy and enthusiasm	✓		I, R
	Excellent rapport with children and families	✓		I
	Ability to work confidentially and with discretion	✓		I
Commitment	To the safety, happiness, well-being and self-esteem and progress of all children.	✓		A, R
	To provide the best educational opportunity for children in the Academy.	✓		A, R
	To ensure that all communications with service users demonstrate the values of the Academy.	✓		A