

# Whitburn Church of England Academy Person Specification: SEN Support Assistant



The means of assessment of these requirements are indicated in the brackets above; (A) - Application Form, (I) – Interview and (R) – References. Those requirements that are to be demonstrated in the application form (A) will be used for the purpose of short listing.	
Essential Requirements	Desirable Requirements
<b>Education / Qualifications</b> <ul style="list-style-type: none"> <li>GCSEs in English and Maths at grades A* - C or equivalent (A)</li> <li>Further qualifications at level 3 or above,</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications at level 3 or above relating to working in education and / or with young people e.g. HLTA (A)</li> <li>Qualifications relating to SEND e.g. NVQ Level 3 or above (A)</li> </ul>
<b>Skills, Knowledge and Aptitude</b> <ul style="list-style-type: none"> <li>Ability to relate well to children and adults (I/A/R)</li> <li>Ability to work one to one and in small groups with students (I/A/R)</li> <li>Understanding of a range of SEND / SEMH e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar and / or barriers to students accessing the curriculum (A/R)</li> <li>Ability to communicate clearly and effectively; orally and in written form (I/R)</li> <li>Ability to maintain confidentiality on all school matters (A/ R)</li> <li>Ability to prioritise a range of tasks and meet deadlines, using your own initiative (I/A/R)</li> <li>Ability to multi task whilst working without close and constant supervision (A/R)</li> <li>Ability to understand the needs of young people to motivate engage students (I/A/R)</li> <li>Ability to effectively use behaviour management techniques such as de-escalation (A/I/R)</li> <li>Ability to work effectively as part of a team (A/R)</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of social / psychological theories of behaviour e.g. attachment theory (A/R)</li> <li>Understanding of relevant policies / Codes of Practice (A)</li> <li>Understanding of the National Curriculum (A/R)</li> <li>Current First Aid qualification (A)</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Recent experience and/or employment relevant to working with young people in a school setting(A)</li> <li>Experience of exercising initiative to deal with situations as they arise (A/I/R)</li> <li>Good working knowledge of Microsoft Office packages including Word and Excel (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working, in an educational environment with students with SEND (A)</li> <li>A knowledge of data protection issues (A/I)</li> </ul>
<b>Disposition</b> <ul style="list-style-type: none"> <li>Flexible and able to respond to the varied demands of the role (A / R)</li> <li>Emotionally Resilient (I)</li> <li>High levels of integrity and trustworthiness (A/ R)</li> <li>Committed to the principles of Equal Opportunities and Inclusion (A/R)</li> <li>Socially confident (I)</li> <li>Good timekeeping (R)</li> <li>Absolute commitment to students and their learning above all else (I / R)</li> <li>Willingness to engage in Professional Development and learn new skills / knowledge, acting on feedback (A / R)</li> </ul>	
<ul style="list-style-type: none"> <li><b>Special Requirements</b></li> <li>No adverse criminal record (A - ROA1 form and appropriate enhanced DBS clearance)</li> </ul>	

