

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
Education / Qualifications <ul style="list-style-type: none"> GCSEs in English and Maths at grades A* - C or equivalent (A) Current clean driving licence (A) 	<ul style="list-style-type: none"> Further qualifications at level 3 or above, relating to working in education and / or with young people (A) Qualifications relating to SEND eg NVQ Level 2 or above (A)
Skills, Knowledge and Aptitude <ul style="list-style-type: none"> Excellent interpersonal skills (/A/R) Ability to relate well to children and adults (I/A/R) Ability to work one to one and in small groups with students (I/A/R) Ability to communicate clearly and effectively; orally and in written form (I/R) Ability to maintain confidentiality on all school matters (A/ R) Ability to prioritise a range of tasks and meet deadlines, using your own initiative (I/A/R) Ability to multi task whilst working without close and constant supervision (A/R) Ability to understand the needs of young people to motivate engage students (I/A/R) Ability to effectively use behaviour management techniques such as de-escalation (A/I/R) Ability to work effectively as part of a team (A/R) Good administrative and ICT skills (I/ R) 	<ul style="list-style-type: none"> 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) Understanding of social / psychological theories of behaviour eg attachment theory (A/R) Understanding of relevant policies / Codes of Practice (A) Understanding of the National Curriculum (A/R) Current First Aid qualification (A)
Experience <ul style="list-style-type: none"> Recent experience and/or employment relevant to working with young people (A) Experience of exercising initiative to deal with situations as they arise (A/I/R) Good working knowledge of Microsoft Office packages including Word and Excel (A/I) 	<ul style="list-style-type: none"> Using SIMS or other School Information Systems (A) Using Outlook, email and internet facilities (A/ I) Experience of working, either in a paid or voluntary capacity, in an educational environment with students with SEND (A) A knowledge of data protection issues (A/I)
Disposition <ul style="list-style-type: none"> Flexible and able to respond to the varied demands of the role (A / R) Emotionally Resilient (I) High levels of integrity and trustworthiness (A/ R) Committed to the principles of Equal Opportunities and Inclusion (A/R) Socially confident (I) Good timekeeping (R) Absolute commitment to students and their learning above all else (I / R) Willingness to engage in Professional Development and learn new skills / knowledge, acting on feedback (A / R) 	
<ul style="list-style-type: none"> Special Requirements No adverse criminal record (A - ROA1 form and appropriate enhanced DBS clearance) 	