



BEACONSFIELD PRIMARY SCHOOL

Beaconsfield Road, Southall UB1 1DR

Email: admin@beaconsfield.ealing.sch.uk

Website: www.beaconsfieldprimary.org.uk

Tel: 020 8574 3506 Head Teacher: Mr D. Woods



Job title:	Classroom Assistant (SEND)	Ealing Spinal Column:	7-10
School:	Beaconsfield Primary School	Post No:	
Line manager:	Head Teacher, Inclusion Leader		
Supervisory responsibility:	None		
Hours:	Hours (as agreed)		
	Term Time only – including INSET Days (39 weeks)		

This person specification form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Excellent written and spoken numeracy and literacy skills (equivalent to GCSE A-C level)
- b) Proven experience of working with primary/ early years aged children within a school learning environment. (Ideally direct SEND experience in classes and groups)
- c) Experience of general clerical/ administrative work.
- d) Ability to communicate in English with children and adults at an appropriate level verbally and in written form (*both areas tested at interview*)
- e) Experience of delivering speech and language/ occupational therapy plans for pupils in a school environment
- f) Completed relevant training of at least NVQ Level 2 (Level 3 preferred)

Knowledge, Skills and Abilities

- g) Ability to work well as part of a team and to co-operate with other staff.
- h) An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations
- i) Able to use basic ICT including computers, audio & video equipment, digital cameras and photocopiers.
- j) Excellent inter-personal skills and ability to relate well to children and to adults.



- k) Willingness to provide all necessary personal care to children, including toileting, hygiene and feeding as and when required.
- l) A current paediatric first aid qualification or willingness to successfully complete such first aid training.
- m) Ability and willingness to participate in training activities within school.
- n) To be responsible for promoting and safeguarding the welfare of children and young people within the school

**Prepared
by:**

Agreed by:

Date

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Date

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