## SEND Teaching Assistant
## PERSON SPECIFICATION

| | Criteria | Essential | Desirable | Application Form | Certificates | Selection Process | Reference |
|---|---|---|---|---|---|---|---|
| **Qualifications** | Good general level of education with NVQ 2 or 3 (or equivalent) in Maths and English. | ✓ | | ✓ | ✓ | | |
| | NVQ2 in teaching assistance or equivalent qualification or experience. | ✓ | | ✓ | ✓ | | |
| | Training in or experience of a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English | ✓ | | ✓ | ✓ | | |
| | Evidence of recent continuing professional development. | | ✓ | ✓ | ✓ | | |
| **Skills and Experience** | Effective use of ICT to support learning. | ✓ | | ✓ | | ✓ | ✓ |
| | Knowledge of relevant policies/codes of practice and awareness of relevant legislation. | ✓ | | ✓ | | ✓ | |
| | General knowledge of national curriculum and other relevant basic learning programmes. | ✓ | | ✓ | | ✓ | |
| | Basic understanding of principles of child development and learning. | ✓ | | ✓ | | ✓ | |
| | Ability to self-evaluate learning needs and actively seek learning opportunities. | ✓ | | ✓ | | ✓ | |
| | Ability to relate well to children and adults | ✓ | | ✓ | | ✓ | |
| | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | ✓ | | ✓ | | ✓ | |
| | A working knowledge of a School Information Management System. | | ✓ | ✓ | | ✓ | |
| | Record of good time management skills and ability to prioritise work effectively. | ✓ | | ✓ | ✓ | ✓ | |
| | Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently. | ✓ | | ✓ | | ✓ | ✓ |
| | Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. | ✓ | | ✓ | | ✓ | |
| | Ability to identify own training and development needs | ✓ | | ✓ | | ✓ | |
| | Professional approach to duties and presentation. | ✓ | | ✓ | | ✓ | |
| | The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion. | ✓ | | | | ✓ | |
| **Other** | Hold a full driving licence. | | ✓ | ✓ | ✓ | | |
| | A helpful, calm and organised manner. | ✓ | | ✓ | | ✓ | |