

Person Specification

SEND Teaching Assistant and Midday Assistant

| 1. Qualifications and Experience | Essential | Desirable |
|--|-----------|-----------|
| Successful experience working with children in a school/early years environment | ✓ | |
| Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience | ✓ | |
| Basic knowledge of First Aid and understanding of School | ✓ | |
| Good reading and writing skills | ✓ | |
| Good numeracy skills | ✓ | |
| Knowledge of basic ICT to support learning | ✓ | |
| 2. Communication | Essential | Desirable |
| Ability to write basic reports | ✓ | |
| Ability to use clear language to communicate information unambiguously | ✓ | |
| Ability to listen effectively | ✓ | |
| Overcome communication barriers with children and adults | ✓ | |
| Consult with children and their families and carers and other adults | ✓ | |
| 3. Working with children | Essential | Desirable |
| Understand and implement the school's behaviour management policy | ✓ | |
| Ability to understand and support children with developmental difficulty or disability | ✓ | |
| Good understanding of the school curriculum | ✓ | |
| Knowledge of literacy/numeracy strategies | ✓ | |
| Good understanding of the general aspect of child development | ✓ | |
| Ability to assess progress and performance | ✓ | |
| Understand and support the importance of physical and emotional wellbeing | ✓ | |

| 4. Working with Others | Essential | Desirable |
|--|------------------|------------------|
| Understand the role of others working in and with the school | ✓ | |
| Understand and value the role of parents and carers in supporting children | ✓ | |
| Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults | ✓ | |
| Ability to work effectively with a range of adults | ✓ | |
| Know when, how and with whom to share information | ✓ | |
| Ability to follow instructions accurately | ✓ | |
| 5. Responsibilities | Essential | Desirable |
| Good organisational skills | ✓ | |
| Ability to remain calm under pressure | ✓ | |
| Ability to support the work of volunteers and other teaching assistants in the classroom | ✓ | |
| Ability to manage own time effectively | ✓ | |
| Demonstrate creativity and an ability to resolve routine problems independently | ✓ | |
| 6. General | Essential | Desirable |
| Awareness of and commitment to equality | ✓ | |
| Basic understanding of Health & Safety | ✓ | |
| Understand and implement child protection procedures | ✓ | |
| Understand procedures and legislation relating to confidentiality | ✓ | |
| Be prepared to develop and learn in the role | ✓ | |