

## Windy Arbor Primary School



### Person Specification



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

|                          |                                   |                |  |
|--------------------------|-----------------------------------|----------------|--|
| <b>Post Title</b>        | SEND Teaching Assistant           | <b>Post No</b> |  |
| <b>School</b>            | Windy Arbor Primary School        |                |  |
| <b>Salary Band/Range</b> | Band D:Pt 20-26 (£33,673-£38,510) |                |  |
| <b>Responsible to:</b>   | SENDCo and Headteacher            |                |  |

|                                       | <b>Essential Criteria</b>                                                                                                    | <b>Desirable Criteria</b>       | <b>Measured By</b> |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
| <b>Education &amp; Qualifications</b> | NVQ Teaching Level 3 or equivalent<br><br>Good numeracy and literacy (e.g. GCSE Grade C in English and Maths or equivalent). | Additional qualification in SEN |                    |

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|-------------------------------|-------------------------------------------------------------------------------------------------------|--|--|
| <b>Skills &amp; Abilities</b> | Ability to use ICT effectively to support learning.                                                   |  |  |
|                               | Ability to assess individual children's learning and support their next steps in learning.            |  |  |
|                               | Effective interpersonal and communication skills.                                                     |  |  |
|                               | Ability to work effectively under pressure                                                            |  |  |
|                               | Work effectively as part of a team and make an active contribution.                                   |  |  |
|                               | Skilled in positive behaviour management when working with pupils who display challenging behaviours. |  |  |

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|--|------------------------------------------------------------------------------------------------------------------------|--|--|
|  | Ability to assess individual pupil's learning and support their next steps in learning                                 |  |  |
|  | Ability to be able to manage and organise time and resources effectively.                                              |  |  |
|  | Commitment to working within organisational procedures and processes in order to meet required standards for the role. |  |  |
|  | Ability to self-evaluate learning needs and actively seek learning opportunities                                       |  |  |

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Experience &amp; Knowledge</b> | Experience of working with children with SEND needs                                                                              |  |  |
|                                   | Experience of preparing, planning, delivering and evaluating lessons and work plans under the guidance of a teacher.             |  |  |
|                                   | Experience of recording and reporting on pupil, group and whole class achievement and progress.                                  |  |  |
|                                   | Understanding of principles of children's development and learning processes.                                                    |  |  |
|                                   | Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of children |  |  |
|                                   | Experience of working across the Primary Curriculum                                                                              |  |  |

|                       |                                                                                                                    |  |  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Core Qualities</b> | Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.                  |  |  |
|                       | Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.       |  |  |
|                       | Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.                      |  |  |
|                       | Service Delivery: understands customer needs and responds appropriately and demonstrates continuous improvement. . |  |  |

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| <b>Other Requirements</b> |  |  |  |
|---------------------------|--|--|--|

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| <b>Compiled/Reviewed by</b> | Joanna Curry   |
| <b>Date</b>                 | September 2026 |