

# Norfolk Community Primary School

## PERSON SPECIFICATION SEND - TEACHING ASSISTANT

REQUIREMENTS	Method of Assessment
<b>EXPERIENCE</b>	
Experience of working in a school setting	AF/I
Experience of working as a Teaching Assistant or equivalent	AF/I
Experiences of working with students with special/additional education needs	AF/I
Understanding of special educational needs and associated social, emotional and behavioural impact	AF/I
Ability to provide clear expression both verbally and in writing	AF/I
Working in an environment where literacy and numeracy skills have been demonstrated	AF/I
Ability to demonstrate sensitivity to the student needs	AF/I
<b>QUALIFICATIONS</b>	
NVQ Level 2 qualification e.g. GCSEs Grades 4-9, or evidence of the equivalent level of knowledge gained through work experience	AF/I
<b>KNOWLEDGE AND UNDERSTANDING</b>	
Understanding of students' needs in order to support them effectively by personalised and differentiated learning.	AF/I
Knowledge of issues and needs that affect behaviour and strategies to support.	AF/I
Knowledge of the range of ways that students learn and how to motivate them.	AF/I
Full understanding of the range of multi-agency support required and available to students	AF/I
Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation	AF/I
<b>SKILLS/APTITUDES</b>	
Ability to relate well to children and adults and to build positive relationships	AF/I
Ability to use a range of strategies to support positive behaviour and self-regulation	AF/I
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	AF/I
Ability to deliver pre-planned programmes of work to children using personalised strategies to support reluctant learners to engage and achieve learning goals/objectives.	AF/I
Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the school day.	AF/I
Ability to use correct English in spoken and written communication.	AF/I
Ability in the use of IT.	AF/I
Willingness to supervise and support the personal care needs of students	AF/I
Efficiency with the administration and maintenance of student records.	AF/I
Flexible and able to adapt to change. Ability to support colleagues as and when required	AF/I
A pleasant disposition and ability to stay calm under pressure.	AF/I
Demonstrate a positive team approach to work.	AF/I
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people	AF/I
A commitment to safeguarding students	AF/I
Suitability to work with children	AF/I
A commitment to equal opportunities	AF/I
Ability to recognise discrimination and willingness to put Equalities Policies into practice	AF/I