



Pear Tree Infant and Walbrook Nursery SEN Teaching Assistant Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children with SEN, challenging behaviour and additional needs. • Relevant qualification with regard to working with children, such as NVQ 3. • Willingness to undertake training and development relevant to the post. 	<ul style="list-style-type: none"> • First Aid • Positive Handling Training • Relevant SEN qualifications 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. • Knowledge of education policies and procedures • Knowledge of Child Protection procedures 	<ul style="list-style-type: none"> • Understanding of the importance of parental involvement. • Knowledge of the principles of child development and learning processes, in particular barriers to learning 	A, I, R
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • Any extra interests related to childcare. 	A, I
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. 	I, R

Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. 	<ul style="list-style-type: none"> • Flexible approach. 	I, R
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Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview