***Person Specification SEND Teaching Assistant***

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|  | **Essential** | **Desirable** | **Where will this be evidenced** |
| **Qualifications** | NVQ Level 2 or equivalentGood basic level of education – Grade C or above in GCSE Maths and English or equivalentTo take on HLTA responsibilities NVQ Level 4 or higher/equivalent | Further specific skills e.g. HLTA, Level 3 NVQ | ApplicationDocuments |
| **Experience** | Experience of working/volunteering in an educational setting | Experience of supporting learners with Personal Care. Experience of working with children and young people across the primary age range. | ApplicationInterview |
| **Knowledge, Skills and Abilities** | Knowledge and understanding of: * the needs of young children
* child development and the ways in which children learn
* the roles played by various adults in a child’s education; behaviour management strategies

Be able to: * help professional staff to achieve their objectives
* assist children on an individual basis and in group
* foster independence in a range of situations
* supervise children, and adhere to defined behaviour management policies
* liaise and communicate effectively with others
* ensure pupils are learning at every opportunity demonstrate good organisational skills
* reflect on and develop professional practice
* display work effectively, and make and maintain basic teaching resources
 |  | ApplicationInterviewReferences |
| **Personal skills** | * Calm and organised approach to work under pressure
* Adopt a reflective approach to work
* Ability to work flexibly to meet the needs of the school
* Respond positively to change
* Resilience, flexibility and the ability to retain a sense of perspective
* Ability to maintain confidentiality at all times
* Demonstrates attributes of discretion, tact and diplomacy
* Show initiative, drive and commitment to training and on-going improvement
* Able to lead and work within a team and the wider community
* Demonstrate a co-operative, reliable, ‘can do’ attitude, with good communication skills that allows effective communication at all levels of school staff, governors, pupils and visitors to the school
* Fully compliant with the statutory requirements of legislation concerning ‘Safeguarding’ – including Child Protection, Equal Opportunities, Health and Safety, Disability and Inclusion
 |  | ApplicationInterviewReferences |