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| **The means of assessment of these requirements are indicated in the brackets above; (A) - Application Form, (I) – Interview and (R) – References. Those requirements that are to be demonstrated in the application form (A) will be used for the purpose of short listing.** | |
| **Essential Requirements** | **Desirable Requirements** |
| Education / Qualifications  * GCSEs in English and Maths at grades A\* - C or equivalent (A) * Current clean driving licence (A) | * Further qualifications at level 3 or above, relating to working in education and / or with young people (A) * Qualifications relating to SEND eg NVQ Level 2 or above (A) |
| Skills, Knowledge and Aptitude  * Excellent interpersonal skills ( /A/R) * Ability to relate well to children and adults (I/A/R) * Ability to work one to one and in small groups with students (I/A/R) * Ability to communicate clearly and effectively; orally and in written form (I/R) * Ability to maintain confidentiality on all school matters (A/ R) * Ability to prioritise a range of tasks and meet deadlines, using your own initiative (I/A/R) * Ability to multi task whilst working without close and constant supervision (A/R) * Ability to understand the needs of young people to motivate engage students (I/A/R) * Ability to effectively use behaviour management techniques such as de-escalation (A/I/R) * Ability to work effectively as part of a team (A/R) * Good administrative and ICT skills (I/ R) | * Understanding of a range of SEND / SEMH e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar and / or barriers to students accessing the curriculum (A/R) * Understanding of social / psychological theories of behaviour eg attachment theory (A/R) * Understanding of relevant policies / Codes of Practice (A) * Understanding of the National Curriculum (A/R) * Current First Aid qualification (A) |
| Experience  * Recent experience and/or employment relevant to working with young people (A) * Experience of exercising initiative to deal with situations as they arise (A/I/R) * Good working knowledge of Microsoft Office packages including Word and Excel (A/I) | * Using SIMS or other School Information Systems (A) * Using Outlook, email and internet facilities (A/ I) * Experience of working, either in a paid or voluntary capacity, in an educational environment with students with SEND (A) * A knowledge of data protection issues (A/I) |
| Disposition  * Flexible and able to respond to the varied demands of the role (A / R) * Emotionally Resilient (I) * High levels of integrity and trustworthiness (A/ R) * Committed to the principles of Equal Opportunities and Inclusion (A/R) * Socially confident (I) * Good timekeeping (R) * Absolute commitment to students and their learning above all else (I / R) * Willingness to engage in Professional Development and learn new skills / knowledge, acting on feedback (A / R) |  |
| Special Requirements  * No adverse criminal record (A - ROA1 form and appropriate enhanced DBS clearance) |  |



Whitburn Church of England Academy Person Specification: SEN Support Assistant