Children and Young People’s Human Resources

**Person Specification for post of:**

**SEND Teaching Assistant – Level 2**

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| Minimum Essential | Method of Assessment |
| Skills /Knowledge |  |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation | Application Form, Interview |
| General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies | Interview |
| Basic understanding of child development and learning  | Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Interview |
| Ability to relate well to children and adults | Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Interview |
| Effective use of ICT to support learning | Interview |
| Use of other equipment technology – video, photocopier | Interview |
| Has speaking and listening skills to extend language in discussion | Interview |
| Can manage the behaviour of pupils in a reasonable manner | Application Form, Interview |
| Has a caring positive attitude towards pupils welfare | Interview |
| Has an awareness of pupils with special educational needs | interview |
| Can maintain trust and confidentiality where appropriate | Interview |
| Can assist the school in forming a partnership with parents | Application Form, Interview |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | Application Form, Interview |
| Can complete and maintain pupils records | Interview |
| **Experience, qualifications, and training (if any)** |  |
| NVQ2 for Teaching Assistants or equivalent qualification or experience | Application Form |
| Training in the relevant learning strategies e.g. literacy  | Application Form |
| First aid training as appropriate | Application Form |
| Experience working with or caring for children of relevant age | Application Form, Interview |
| Completion of DfES Teacher Assistant Induction Programme | Application Form |
| Good numeracy/literacy skills | Application Form, Interview |
| Work related circumstances |  |
| Can allocate some contractual time to after school staff meetings when appropriate | Application Form, Interview |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate | Application Form, Interview |
| Can maintain personal presentation that sets high standards for the pupils | Application Form, Interview |
| Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc. | Application Form, Interview |