

Person specification – SEND ASSISTANT

criteria	qualities	Essential	desireable
Qualifications and Training	NVQ Level 3 or equivalent in a related area	•	
	Excellent Numeracy and Literacy Skills	•	
	Experience in SEND role	•	
	Ability and willingness to participate in training		•
	First Aid		•
Knowledge and Experience	Experience of working with relevant age groups within a learning environment, including knowledge of behavioural and learning difficulties.	•	
	Experience of completing Early years observations.		•
	Understanding of Classroom roles and responsibilities.	•	
	Knowledge of school policies and procedures.	•	
Skills and Abilities	Ability to understand policy, procedures and legislation relevant to the areas of work.	•	
	Ability to encourage pupils to participate in or complete tasks.	•	
	Ability to work as part of a team.	•	
	Ability to resolve problems understanding when referral is required.	•	
	Ability to relate well to children.	•	
	Able to use ICT including computer, audio, video equipment and photocopier.	•	

	Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality.	•	
	Demonstrable ability to develop and plan activities under the direction of the class teacher.		•
	Experience of using online software to support EYFS observations, e.g. Evidence me, 2 Simple.		•
Personal Characteristics	Displays sensitivity to pupils needs.	•	
	Ability to provide necessary personal care to children.	•	
	Ability to maintain confidentiality.	•	
Other	To be responsible for promoting and safeguarding the welfare of children and young people.	•	