

# Over Hall Community School

“Be supported, feel supported – make a difference”

## Person Specification: SEN Teaching Assistant (temporary)

**Job Title:** SEN Teaching Assistant

**Grade:** Grade 5

**Responsible to:** Headteacher/ SENCO

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate qualification to at least NVQ Level 3 or have relevant experience</li> <li>• Evidence of ongoing professional development related to working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications or training related to specific areas, such as SEND, EAL, or pastoral care.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children in a primary school setting.</li> <li>• Proven experience of leading class sessions or delivering lessons under the guidance of a teacher.</li> <li>• Experience of supporting pupils with varying abilities, including those with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading intervention groups or extracurricular activities.</li> <li>• Experience of working across multiple year groups in a primary school setting.</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to deliver sessions confidently, ensuring pupil engagement and progress.</li> <li>• Effective classroom management skills, maintaining a positive learning environment.</li> <li>• Excellent interpersonal and communication skills, enabling effective collaboration with staff, pupils, and parents.</li> <li>• Ability to adapt work to meet the needs of all pupils, including those with special educational needs.</li> <li>• Competence in using IT for teaching, learning, and administrative tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assess and record pupil progress effectively.</li> <li>• Creativity in delivering lessons or activities that inspire and motivate pupils.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, motivated, and committed to fostering a positive learning environment.</li> <li>• Adaptable, flexible, and able to respond to changing needs within the school.</li> <li>• Resilient and able to work effectively under pressure.</li> <li>• A strong team player with a collaborative approach.</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• A proactive approach to professional development and willingness to embrace new challenges.</li> <li>• A reflective practitioner who is open to feedback and committed to continual improvement.</li> <li>• A willingness to play an active part in all aspects of school life including lunch duties and after school clubs (which would be paid in addition to the main job role)</li> </ul>

