**Teaching Assistant SEND Level 2**

**Person Specification**

|  | **Essential** | **Desirable** |
|---|---|---|
| Health | • Good general health<br>• High level of energy and stamina | |
| Qualifications and Experience | • NVQ Level 2 or equivalent in relevant subject<br>• GCSE English Language, grade C or above or equivalent | • Basic knowledge of First Aid<br>• Experience of working with children with SEND<br>• Training in the literacy/numeracy strategies. |
| Knowledge/Skills | • Knowledge of special educational needs<br>• Appropriate IT and keyboard skills<br>• Appropriate level of data protection, security and confidentiality awareness. | • General understanding of national curriculum and other basic learning programmes<br>• Evidence of mentoring skills at a level relevant to the role. |
| Attitude / Commitment | • Support the vision and ethos of the school<br>• Patient, positive and flexible<br>• Able to work as part of a multi-disciplinary team<br>• Passionate about working with children with SEN | |

**24 Tasks as outlined in the National Agreement (2003) that can be included in the Teaching Assistant SEN Job Description, which staff also are expected to complete;**

1. Collecting Money
2. Following up on pupil absence
3. Bulk photocopying
4. Copy typing
5. Producing standard letters
6. Producing class lists
7. Record keeping and filing
8. Classroom displays
9. Analysing attendance figures
10. Processing exam results
11. Collating pupil reports
12. Administering work experience
13. Administering exams
14. Administering teacher cover
15. ICT trouble shooting
16. Using ICT equipment
17. Ordering stock and supplies
18. Stocktaking
19. Cataloguing, preparing, issuing and maintaining equipment and supplies
20. Minute taking in meetings
21. Coordinating bids
22. Seeking and giving advice
23. Managing pupil data
24. Inputting pupil data

*Creating Tomorrow Multi Academy Trust is committed to safeguarding children, promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidate.*