

SEN Intervention Support Assistant - Person Specification

Grade F - SCP 6 to 11

Line Manager: SENDCO

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> Educated to at least GCSE level or equivalent in Literacy and Numeracy Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> NVQ Level 3 or equivalent relevant qualification Qualification in the Autistic Spectrum Disorder First Aid Certificate
Experience	<ul style="list-style-type: none"> Experience working in a secondary education school 	<ul style="list-style-type: none"> Working with children with SEN, in particular ASD or Speech, Language and Communication Difficulties
Knowledge and Skills	<ul style="list-style-type: none"> In alignment with the guidance set in Keeping Children Safe in Education (2025) and Working Together to Safeguard Children (December 2023), be fully committed to establishing and maintain safe, supportive and positive relationships with all students, ensuring their well-being and development in a secure and nurturing environment Consistently uphold The Holy Spirit MAC Staff Code of Conduct and ensure adherence to safeguarding protocols and procedures to protect children, as outline in the St Thomas More Catholic Academy Child Protection and Safeguarding Policy Excellent numeracy, literacy, ICT and communication skills Working knowledge of key stage 3 and 4, secondary national curriculum and knowledge of SEND Child protection and Safeguarding Procedures Understanding the principles of child development Understanding the importance of language across the curriculum Understanding of effective learning and revision techniques Understanding of the need to promote independent learning <ul style="list-style-type: none"> The ability to work collaboratively and positively manage others; 	<ul style="list-style-type: none"> Codes of Practice and Legislation, applicable in school Working knowledge of SEN Code of Practice/policies and legislation Health and Safety Legislation

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to meet the physical demands required of the job • Willingness to respond to the personal care needs of SEN pupils • Good organisational skills and to be able to work as part of a team • Enthusiasm for learning and imaginative response to differentiation • Commitment to developing reading skills • Hardworking; • Efficient and able to work to tight deadlines; • Able to maintain professional confidences; • Motivated and can be independent on completing work tasks and projects; • Be prepared to create and share new ideas • Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure • Ability to research and evaluate new ideas and approaches • Ability to be innovative and develop new solutions; being able to think outside thebox and effectively plan ahead • A positive and self-motivated team player <p>The candidate will have:</p> <ul style="list-style-type: none"> • Excellent communication and writing skills; to achieve effective communication; to maintain confidentiality; to liaise with a wide range of internal and external contacts • Excellent interpersonal skills; building strong working relationships with the rest of the team. • Excellent communication skills to build and foster positive relationships with parents and children. • A commitment to supporting the Catholic ethos of the school
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The Holy Spirit Catholic MAC is an organisation where safeguarding is our prime importance and we are stringent in our approaches to making sure all our children and adults are kept safe and well cared for. We will only appoint staff who can demonstrate that they share this commitment and who can take responsibility for the wellbeing of all children within all of our schools.

The successful applicant will be required to complete an enhanced DBS check prior to taking up this position and to have two fully supportive professional references.