

## Person Specification

### SEND Learning Support Assistant and Midday Assistant

A – Application Form

I – Interview

| 1. Qualifications and Experience   | Essential | Desirable |
|--|-----------|-----------|
| Successful experience working with children in a school/early years environment (A)                      | ✓         |           |
| Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience (A) | ✓         |           |
| Experience of working with children with developmental delay (A&I)                                       |           | ✓         |
| Basic knowledge of First Aid and understanding of School (A&I)   | ✓         |           |
| Good reading and writing skills (A)  | ✓         |           |
| Good numeracy skills (A)   | ✓         |           |
| Knowledge of basic ICT to support learning (A)   | ✓         |           |
| 2. Communication   | Essential | Desirable |
| Ability to write basic reports (A)   | ✓         |           |
| Ability to use clear language to communicate information unambiguously (A&I)                             | ✓         |           |
| Ability to listen effectively (A&I)  | ✓         |           |
| Overcome communication barriers with children and adults (A&I)   | ✓         |           |
| Consult with children and their families and carers and other adults (A&I)                               | ✓         |           |
| 3. Working with children   | Essential | Desirable |
| Understand and implement the school's behaviour management policy (A&I)                                  | ✓         |           |
| Ability to understand and support children with developmental difficulty or disability (A&I)             | ✓         |           |
| Good understanding of the school curriculum (A&I)  | ✓         |           |
| Knowledge of literacy/numeracy strategies (A&I)  | ✓         |           |
| Good understanding of the general aspect of child development (A&I)                                      | ✓         |           |
| Ability to assess progress and performance (A&I)   | ✓         |           |

|  |                  |                  |
|--|------------------|------------------|
| Understand and support the importance of physical and emotional wellbeing (A&I)  | ✓                |                  |
| <b>4. Working with Others</b>  | <b>Essential</b> | <b>Desirable</b> |
| Understand the role of others working in and with the school (A&I)   | ✓                |                  |
| Understand and value the role of parents and carers in supporting children (A&I)   | ✓                |                  |
| Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I) | ✓                |                  |
| Ability to work effectively with a range of adults (A&I)   | ✓                |                  |
| Know when, how and with whom to share information (A&I)  | ✓                |                  |
| Ability to follow instructions accurately (A)  | ✓                |                  |
| <b>5. Responsibilities</b>   | <b>Essential</b> | <b>Desirable</b> |
| Good organisational skills (A)   | ✓                |                  |
| Ability to remain calm under pressure (I)  | ✓                |                  |
| Ability to support the work of volunteers and other teaching assistants in the classroom (I)   | ✓                |                  |
| Ability to manage own time effectively (I)   | ✓                |                  |
| Demonstrate creativity and an ability to resolve routine problems independently (I)  | ✓                |                  |
| <b>6. General</b>  | <b>Essential</b> | <b>Desirable</b> |
| Awareness of and commitment to equality (A&I)  | ✓                |                  |
| Basic understanding of Health & Safety (I)   | ✓                |                  |
| Understand and implement child protection procedures (I)   | ✓                |                  |
| Understand procedures and legislation relating to confidentiality (I)  | ✓                |                  |
| Be prepared to develop and learn in the role (I)   | ✓                |                  |