

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)	✓	
4. Working with Others	Essential	Desirable
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)	✓	
5. Responsibilities	Essential	Desirable
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)	✓	
6. General	Essential	Desirable
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)	✓	