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| **Category** | * **Essential** | * **Desirable** | * **Evidence** |
| **APPLICATION** | * Completed application form (supporting letter to be no longer than 750 words) * Fully supported in reference |  | * Application Form |
| **QUALIFICATIONS** | * Relevant qualifications e.g.   NVQ Level 2 in Early Years or Supporting Teaching and Learning | * A valid Paediatric First Aid Certificate * Good numeracy /literacy skills * Food Hygiene certificate * Any further relevant qualifications | * Application Form * References * Certificates |
| **EXPERIENCE** | * Experience relevant to being able to effectively support teaching and learning, linked to skills reflective of the DCC grade 2 job description * Experience of working successfully and co-operatively  as a member of a team | * Experience of working or dealing with children * Experience of Visual timetables, TEACCH, or other systems to support SEND pupils * Experience of dealing with the general public * Experience of working in a school environment * Experience of being involved in planning and evaluating learning activities * Experience of assessment and recording | * Application Form * References * Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to relate well with children and adults * Ability to work independently with individual children, small groups of children and whole class * Ability to use initiative when required * Ability to work as a member of a team * A willingness to work co-operatively with a wide range of professionals * Good communication skills – written and verbal * Use ICT effectively to support teaching and learning * Excellent organisational skills * Excellent communication and interpersonal skills * Ability to communicate effectively both verbally and in writing * Ability to meet the learning needs of pupils | * Ability to work within the LA and School’s policies and guidelines * Working knowledge of foundation, national curriculum key stages and government * Knowledge of the SEND Code of Practice * Knowledge of learning strategies for SEND children * Demonstrate understanding of promoting high standards of literacy including the correct use of spoken English. * Ability to share good practice * Ability to plan and prioritise workload and meet deadlines * Ability to collate data * Ability to build and sustain effective working relationship | * Application Form * Reference * Interview |
| **PERSONAL QUALITIES** | * Sensitive to the needs of children and their parents/carers * Ability to work as part of a team * Calm and positive approach * Committed to professional development * Ability to use own initiative * Ability to work under pressure * Ability to be flexible and adaptable * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development. * Be a good role model to pupils in speech, dress, behaviour and attitude. * Ability to support our school ethos * Ability to demonstrate enthusiasm and sensitivity whist working with a SEND pupil | * Evidence of commitment to continuous professional development * Clean Driving License * Ability to support as a driver / escort | * Application Form * Reference * Interview |