

Person Specification – SEND Support Assistant Level 3

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting children in a learning environment
2	Recent experience of working with children with special needs
3	Knowledge of national or foundation stage curriculum
4	Experience of classroom organisation
5	Excellent communication skills
6	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
7	Level 3 Basic Skills (Literacy and Numeracy) or equivalent competency

Desirable

8	Extensive SEND training
9	Experience of advancing progress of children of relevant age within a learning environment
10	First Aid Training

Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to use language and other communication skills that children can understand and relate to
2	Able to empathise with the needs of children and in particular able to establish positive relationships
3	Able to consistently and effectively implement agreed behaviour management strategies
4	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the needs of the children
5	Able to take an active role in co-ordinating reviews of children's progress including liaising with other agencies as appropriate
6	Able to produce accurate and up to date records and reports.
7	Able to undertake observations and assessments of children including those with special educational needs.
8	Able to undertake routine invigilation and marking
9	Able to work within and apply all relevant school policies and schemes of work
10	Able to contribute effectively to the planning of the teaching programme

11	Committed to achieving further professional development
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
13	Experience of using IT to support children in the classroom

Desirable

14	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Possibly	Structured discussion with pupils	No
Task	Yes	A task will be emailed to those shortlisted and provided at the interview stage.	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Two references from current and previous employers (or education establishment if applicant not in employment)
5	Safer Recruitment Declaration
6	Right to work in the UK
7	Proof of address, ID checks as part of the normal recruitment checks