**Headcorn Primary School**

**Person Specification:** SEN TA KR4

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

**QUALIFICATIONS / TRAINING:**

It is **essential** that the post holder has a: GCSE grade C or above English and Maths or equivalent.

It is **desirable** that the post holder has a recognised Teaching Assistant Qualification (NVQ Level 2/3).

**EXPERIENCE / KNOWLEDGE:**

It is **essential** that the post holder has previous experience of working with children (paid or voluntary).

It is **desirable** that the post holder has previous experience of working in a school environment.

**SKILLS AND ABILITIES:**

*It is* ***essential*** *that the post holder has:*

* the ability to work under the direction of others and as part of a team;
* the ability to use own initiative;
* good communication skills with the ability to inspire confidence amongst colleagues and parents, understand their needs and be able to respond accordingly;
* the ability to show patience, always remaining calm and consistent;
* a warm and approachable manner towards staff, pupils and visitors;
* the ability to be well organised but also flexible enough to respond to the needs and enthusiasms of individual children;
* basic ICT skills;
* The willingness to undertake specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.

*It is* ***desirable*** *that the post holder has:*

* have experience of supporting with Autism and/or Speech & Communication needs
* have experience of PECs, Attention Autism, supporting children with English as an Additional Language and/or using Makaton
* been trained in the Read, Write Inc. Phonics Scheme
* been trained in some recognised interventions e.g. Lego Therapy, Stareway to Spelling etc.
* the ability and willingness to assist with/run an extra-curricular club (after school or at lunchtime);

**WORK RELATED VALUES & PRACTICES:**

*It is* ***essential*** *that the post holder:*

* demonstrates and promotes the school’s core values, attitudes and behaviour expected from the pupils with whom they work;
* has high expectations of all pupils and a commitment to raising their educational achievements;
* has respect for their social, cultural, linguistic, religious and ethnic background;
* can build and maintain successful relationships with pupils, treat them calmly, consistently, with respect and consideration, and demonstrate concern for their development as learners;
* can work collaboratively with colleagues and carry out their role effectively, knowing when to seek help and advice;
* can improve their own practice through observations, evaluations and discussion with colleagues.

**ADDITIONAL FACTORS:**

*It is* ***essential*** *that the post holder has:*

* the ability to inspire curiosity and a love of learning amongst young children;
* the ability to respond creatively to new challenges;
* the willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school;
* the willingness to undertake training to gain knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.
* the willingness to undertake a Paediatrician certificate in First Aid (training provided);
* the ability to respect confidential information and an awareness of data protection;
* a commitment to equal opportunities;
* an understanding of safeguarding; (training provided)
* a smart appearance;
* a sense of humour!

*It is* ***desirable*** *that the post holder has:*

* knowledge and procedures for supporting and leading learning activities
* Paediatrician First Aid qualifications

This post is subject to a Criminal Records Bureau enhanced disclosure check, Health Checks, and appropriate references.