

Person Specification

SEND Teaching Assistant

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Ability to establish good relationships with staff, students and students • Experience of working as a Teaching Assistant or as a Classroom Assistant • Evidence of experience with a range of ICT packages including word/excel/outlook • Experience of using own initiative and making decisions • Have up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children 	<ul style="list-style-type: none"> • Level 2 (or above) NVQ or equivalent in related area • Experience of a school information management system, ideally SIMs. • First aid qualification
Skills and Attributes	<ul style="list-style-type: none"> • Able to identify and work towards specific goals with students and colleagues • Able to priorities task and act on own initiative • Appropriate level of literacy and numeracy • Flexibility in hours of work • Able to motivate and encourage students to reach their full potential • To work as part of a team and support others • Appropriate level of data protection, security and confidentiality awareness • Good interpersonal skills • Excellent organisational skills • Ability to give advice to a range of people across the Academy • Ability to keep accurate and up to date records 	<ul style="list-style-type: none"> • Willingness to offer extra-curricular provision