

Generic Person Specification

SEN Teaching Assistant (JE: 2208)

Job title: SEN Teaching Assistant **Ealing GLPC Grade:** Scale 6
School: **Post No:**
Line manager: Acting Deputy Headteacher: Inclusion, SENCo
Supervisory responsibility: None, apart from assisting in work familiarisation of new members of staff.
Hours: Fulltime

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups.
- c) Experience of working with children with additional needs.
- d) Experience of general clerical/ administrative work.
- e) Training in relevant strategies in appropriate curriculum or learning area.

Knowledge, Skills and Abilities

- f) Ability to work well as part of a team.
- g) An understanding of classroom roles and responsibilities.
- h) Working knowledge of national curriculum and other relevant learning programmes.
- i) An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- j) Ability to observe, monitor and provide constructive feedback on pupil's progress.
- k) Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- l) Ability to contribute to plan effective actions for pupils at risk of underachieving.
- m) Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.
- n) Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively
- o) Ability to provide necessary personal care to children.
- p) Ability to successfully complete first aid training as required.
- q) Ability and willingness to identify own training needs and participate in training and evaluate own learning.
- r) To be responsible for promoting and safeguarding the welfare of children and young people within the school

Prepared by: _____ **Date** / /

Agreed by: _____ **Date** / /