Person Specification

**Special Educational Needs (SEN) Teaching Assistant**

**(Full-Time Position)**

**Salary:** £20,000 - £30,000

**Work Hours:** 9am to 5pm (with an expectation that out of hours are worked when necessary to achieve objectives)

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Deputy Headteacher (Academic)

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|  | **ESSENTIAL** | **DESIRABLE** |
| **RELEVANT EXPERIENCE** | 1. To have recent experience of working with young pupils with SEN (preferably in an education environment) 2. Full working knowledge of the code of practice for SEN as well as school policies relating to SEN, and Child Protection 3. Practical experience of supporting children with learning and behavioural difficulties, working from and evaluating the progress of children at School Action and School Action Plus, against IEP targets 4. Practical experience of implementing and evaluating nationally recognised intervention programmes with SEN groups/individuals 5. An ability to work under pressure and determination to succeed 6. A knowledge and understanding of the education system and local education authorities | 1. At least 3 years practical experience of supporting children with learning and behavioural difficulties, working from and evaluating the progress of children at School Action and School Action Plus, against IEP targets 2. To be experienced and talented working with challenging young people and adults from a variety of backgrounds, and to have a track record of success in engaging this client group to achieve positive destinations 3. An ability to be versatile 4. Has a willingness to study for further appropriate professional qualifications if necessary |
| **SKILLS AND KNOWLEDGE** | 1. Excellent written and verbal communication skills. 2. A good understanding of child development and learning processes 3. A Level 3 or greater qualification in teaching assistance, SEN, youth work, childcare, or any other relevant field 4. General understanding of the national curriculum and other basic learning programmes 5. Basic understanding of child development and learning 6. An ability to relate well to children and adults 7. Knowledge of an appreciation of strategies to support children with complex needs 8. Meet the learning needs of all young people attending The Write Time 9. A minimum of a Level 2 qualification/Grade C in English Language & Mathematics 10. A strong ability to work as a leader and as a team player concurrently 11. IT skills necessary to undertake all administrative and reporting requirements. 12. An ability to manage workload to meet a range of conflicting deadlines. 13. Practical problem-solving and negotiating skills and an ability to suggest options and alternatives. 14. An ability to plan and resource effective interventions to meet objectives 15. To have a knowledge of safeguarding procedures 16. Adaptable to changing demands and challenging behaviour/complex relationships | 1. An up-to-date knowledge of relevant legislation 2. To have an ability to appropriately involve young people in decision making 3. A proven track record of innovation coupled with a desire to further improve outcomes for young people |
| **DISPOSITION** | 1. An interest in the needs and concerns of young people with internal and external barriers to success 2. A motivation to work with children and young people and families 3. Sensitivity to people of different educational, economic, or cultural backgrounds 4. To be someone who prides themselves on working well in pressurised environments, being honest and open, dynamism, efficiency, and pro-activeness 5. To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people and families 6. To have a positive attitude to the use of authority and maintaining discipline 7. A strong commitment to the values and ethos of The Write Time 8. To be patient and flexible 9. To be encouraging, of a positive mind-set, supportive and a willing listener 10. To have an ability to take constructive feedback to improve the mentoring relationship 11. To be dynamic, creative, energetic and willing to communicate ideas 12. A passion for teaching and frequently going above and beyond the call of duty to best support the people that The Write Time work with | 1. A sense of humour and a positive outlook on life 2. An ability to work under sustained pressure and a determination to succeed 3. To have a commitment to the value and promotion of vocational and work-related learning 4. To have substantial stamina and be in good health 5. To have a calm demeanour 6. To have a flexible approach to teaching and a willingness to learn 7. To have an even handed approach in all matters |