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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | Applicants must have GCSE (or O Level) at Grade C/Level 4 or above in Maths and English | Teaching related qualifications such as childcare or coaching | Application Form |
| **2. Experience** |  | Previous experience of working with secondary school aged pupils  Previous experience of working with pupils with Special Educational Needs and disabilities | Application Form  Interview |
| **3. Skills** | Be ICT literate- including the use of email and word.  Have interpersonal skills and the ability to build relationships. | Good communication skills –with the ability to relate to staff and parents. | Application Form  Task |
| **4. Knowledge** |  | An understanding of how children learn.  Understanding of factors likely to impact on pupils’ behaviour and well being  Knowledge of some of the most common special educational needs.  Knowledge of Safeguarding Policies and Procedures | Interview  Task |
| **5.Management** | Able to show initiative and be flexible. | Ability to prioritise  Ability to manage own workload and organised | Interview |
| **6. Aptitude and Personal qualities** | Ability to work effectively as part of a team. Committed to making a difference and to achieving excellence.  Helpful and resilient with a cheerful disposition | Have a calm professional manner. | Application  Interview  Task |