

Person Specification	SEN Learning Support Assistant
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Key	E (Essential) D (Desirable) A (Application Form) I (Interview)
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	Qualifications	E	D	A	I
1	Level 2 in Maths and English or equivalent qualifications	✓		✓	✓
2	Evidence of recent relevant professional development and study e.g. working towards NVQ Level 2 or Open College Network Certificate		✓	✓	
	Successful Skills and Experience Able to evidence and demonstrate the ability to:	E	D	A	I
3	Understand the educational objectives of the school	✓			✓
4	Work within an education, health or social care setting	✓		✓	
5	Understand how children learn				✓
6	Experience of a SEN learning environment		✓	✓	
7	Support learning across all areas of the curriculum	✓			✓
8	Experience of working in a challenging environment			✓	
9	Understanding Care Plans and their use		✓		✓
10	Excellent planning and organisation skills				✓
11	Effective group/class supervision	✓			✓
12	Accurate record keeping	✓			✓
13	Communicate clearly and effectively in the English language, both verbally and in writing, with all children and adults including the ability to communicate sympathetically with children and parents.	✓		✓	
14	Monitoring and recording individual progress		✓		✓
15	Using alternative communication skills such as PECS and Makaton			✓	

16	Clarify and clearly explain instructions to pupils including adapting planning where necessary		✓		✓
17	Use Microsoft Word, SIMS, Excel and other appropriate software effectively to a basic level.			✓	
18	Work as an effective team member and independently according to the relevant circumstances.	✓			✓
19	Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	
20	Prepare and display resources for teaching and learning activities.	✓			✓
21	Understand and comply with all school policies	✓			✓
	Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
22	How children develop through play			✓	✓
23	Health and Safety legislation and First Aid		✓		✓
	Attitudes and Approaches The successful candidate will:	E	D	A	I
24	Be able to respond sensitively to children, other staff, parents and the wider school community	✓			✓
25	Enjoy working with children	✓		✓	✓
26	Have genuine concern for the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
27	Have high personal standards including attendance and reliability	✓			
28	Have excellent personal presentation and personal hygiene.	✓			✓
29	Deal and cope with change	✓			✓
30	Remain calm and professional at all times	✓			✓
31	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓			✓
32	Be committed to safeguarding and promoting the welfare of children and be successfully DBS cleared.	✓			✓
33	Ability to process personal and sensitive data in line with the General Data Protection regulations (GDPR) 2018. <input type="checkbox"/>	✓			✓