

Grading Job Description and Employee Specification

POST NUMBER _____

JOB TITLE _____

HOURS PER WEEK _____

	ESSENTIAL	DESIRABLE	How measured in recruitment & selection
EXPERIENCE	<p>Experience of working in education, either mainstream or specialist setting</p> <p>Experience of pupils who have both learning and behaviour problems limiting their academic progress</p>	<p>Involved with planning & delivery of curriculum and planned interventions to comply with needs as outlined in provision mapping and personal targets.</p> <p>Working with SEN pupils, dealing with relevant paperwork</p> <p>Experience of working in a team</p> <p>Experience of supporting students with complex learning difficulties</p> <p>Experience in the use of Team Teach interventions with pupils who present challenging behaviours</p> <p>Experience of working with children and families from a range of cultures represented locally</p> <p>Experience in the support of children and young people with specialist educational requirements</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
EDUCATION, TRAINING, QUALIFICATIONS	<p>GCSE Grade C or above or equivalent in Maths & English</p>	<p>Teaching Assistant (Level 2) Qualification</p>	<p>Application form</p> <p>Interview</p>

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	Some evidence of specialist training in areas of SEN or willingness to be trained	First Aid Qualification Team Teach Certificate Qualification in the support of students with SEND	
SKILLS AND KNOWLEDGE	<p>Excellent Interpersonal and communication skills</p> <p>Ability to participate in planned physical interventions</p> <p>Strong organisational skills</p> <p>ICT competency</p> <p>Ability to maintain confidentiality at all times</p> <p>Understanding of what safeguards are necessary to ensure the safety of children.</p>	<p>Excellent time management</p> <p>Understanding of child development and personal needs</p> <p>Understanding of individual learning styles</p> <p>Good literacy and numeracy skills</p> <p>Knowledge of strategies which promote good behaviour and discipline</p> <p>Ability to respond to “on the spot incidents” as and when they arise</p> <p>Ability to adapt to changing situations</p> <p>Basic knowledge of child protection legislation , procedures and staff responsibilities</p> <p>Knowledge of library management systems. (although training will be provided)</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
ADDITIONAL ASPECTS OF THE POST	<p>Willingness to participate fully in the life of the school.</p> <p>Has a commitment to working with parents and other support agencies</p>	<p>Willingness to help organise social/fundraising events</p>	<p>Application form</p> <p>Interview</p>

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The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes** **No**
- Political restriction **Yes** **No**
- The ability to speak fluent English under the Immigration Act 2016 **Yes** **No**

Employee: _____ (print _____) Date: _____
(signed) _____)

Manager: _____ (print _____) Date: _____
(signed) _____)