

PERSON SPECIFICATION**Higher Level Teaching
Assistant - SEN**

	Essential	Desirable
Education and Qualifications		
A higher education qualification		√
Good level of education to at least GCSE standard or equivalent	√	
First Aid Training		√
Experience		
Working with children in and SEN setting	√	
Ability to use Microsoft Office, including Word and Excel	√	
Knowledge and Understanding		
A knowledge and understanding of how students learn and the possible barriers to learning	√	
Child Protection Policies and Procedures		√
The roles played by various adults in a child's education		√
Skills and Attributes		
Ability to supervise students	√	
Explain tasks simply and clearly	√	
Work with guidance but under limited supervision	√	
Liaise and communicate effectively with others on the telephone, in writing and face to face	√	
Demonstrate good organisational skills	√	
Personal Qualities		
Proactive approach and be able to work well under pressure	√	
Excellent interpersonal and communication skills	√	
Ability to work well independently and as part of a team	√	
Punctual and reliable	√	
High level of honesty and integrity	√	
Further Requirements		
Willingness to work flexible hours on occasions	√	
Willingness to maintain confidentiality on all school matters	√	
Willingness to undertake training courses that are relevant to the duties of the post	√	
Willingness to be involved in internal and external meetings	√	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	√	