



## PERSON SPECIFICATION

## Individual Needs Assistant

	<b>Essential criteria</b>	<b>Desirable criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics (grade C/4 or above)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in a child-related subject or equivalent</li> </ul>
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that pupils can understand and relate to.</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English.</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs.</li> <li>• Ability to demonstrate active listening skills.</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies.</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.</li> <li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher.</li> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem.</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies eg behaviour management, safeguarding, child protection, Health and Safety, Equal Opportunities etc.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting children in a classroom environment, including those with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a range of settings or with more than one year group.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of using Information Technology to support pupils in the classroom</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li> <li>• Knowledge of the SEN Code of Practice.</li> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>	