

Person Specification – SEN Teaching Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE level in English and Maths, or the equivalent	NVQ Level 2, Certificate or Diploma in Childcare/Education
Experience	Experience of working with children in a school setting.	Experience of working with children with a range of additional needs.
Knowledge and Understanding	<p>An SEN Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • The needs of young children • Child development and the ways in which children learn • The roles played by various adults in a child's education • Questions related to equal opportunities • SEND process • Safeguarding and child protection 	
Skills	<p>An SEN Teaching Assistant must be able to:</p> <ul style="list-style-type: none"> • Help professional staff to achieve their objectives • Assist children on an individual basis, but also work as a member of a team • Explain tasks simply and clearly • Supervise and control children, and adhere to defined standards • Accept and respond to authority and supervision • Work with guidance, but under limited supervision • Liaise and communicate effectively with others • Demonstrate good organisational skills 	<p>It would be beneficial if an SEN Teaching Assistant was able to:</p> <ul style="list-style-type: none"> • Monitor, record and make basic assessments about individual progress • Suggest alternative ways of helping children if they are unable to understand • Describe, in simple terms, the process of behaviour management with children • Identify gaps in their own experience that they need help in filling • Demonstrate the ability to learn and adapt from past experience



Keystone Academy Trust

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	<ul style="list-style-type: none">• Get involved in professional development, and attend courses• Display work effectively and make and maintain basic teaching resources	
Personal Characteristics	<ul style="list-style-type: none">• Calmness• Confidentiality• Empathy• Enthusiasm• Flexibility• Initiative• Problem solving abilities	