



PERSON SPECIFICATION

Individual Needs Assistant

	Essential criteria	Desirable criteria
Education and Qualifications	<ul style="list-style-type: none"> ● A good standard of education particularly in English and Mathematics (grade C/4 or above) 	<ul style="list-style-type: none"> ● NVQ Level 3 in a child-related subject or equivalent
Key Skills and Abilities	<ul style="list-style-type: none"> ● Ability to use language and other communication skills that pupils can understand and relate to. ● Able to converse at ease with customer and provide advice in accurate spoken English. ● Ability to establish positive relationships with pupils and empathise with their needs. ● Ability to demonstrate active listening skills. ● Ability to consistently and effectively implement agreed behaviour management strategies. ● 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. ● 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. ● Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills. ● Ability to assist in the recording of lessons and assessment as required by the teacher. ● Ability to offer constructive feedback to pupils to reinforce self-esteem. ● Ability to work effectively and supportively as a member of the school team ● Ability to work within and apply all school policies eg behaviour management, safeguarding, child 	

	<p>protection, Health and Safety, Equal Opportunities etc.</p> <ul style="list-style-type: none"> ● Ability to maintain confidentiality on all school matters 	
Experience	<ul style="list-style-type: none"> ● Experience of supporting children in a classroom environment, including those with special educational needs ● Experience of using Information Technology to support pupils in the classroom 	<ul style="list-style-type: none"> ● Experience in working with children who have a neurological disorder that affects the part of the brain controlling motor movement and speech ● Experience of supporting children 1-to-1 throughout the school day within a Secondary environment.
Knowledge	<ul style="list-style-type: none"> ● Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment. ● Knowledge of the SEN Code of Practice 2015. ● 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 	
Personal Attributes	<ul style="list-style-type: none"> ● Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge ● Willingness to provide practical assistance to a pupil, including physical support where required, and undergo relevant training to support this. 	