

SPECIAL SUPPORT ASSISTANT PERSON SPECIFICATION

The Link Primary School

Job Title: Special Support Assistant (Fixed Term/Permanent)

Location: The Link Primary School

Accountable to: Mrs Sandy Turner, Headteacher

Education and Knowledge	
General level of education: GCSE	E
Understanding/Knowledge of Children with Special Education Needs	E
NNEB or NVQ Level 3 Child Care Qualification	D
Experience	
Proven track record of working and managing children with lower functioning ASD and/or SLCN	E
Proven track record of developing and nurturing the play skills of young children, and pro-actively identifying and planning next steps for development	E
Experience of working in Group and 1:1 supporting roles	E
Experience of working with children with Special Education Needs	E
Skills and Abilities	
Specific skills in administering emergency medication	D
To work with and gain the respect of children with SEN	E
Ability to work alongside the class teacher in a supportive role	E
Ability to prepare the classroom for teachers	E
Ability to help pupils who need extra support to complete tasks individually or in groups	E
Be confident to plan group tasks under the direction of the class teachers	E
Good interpersonal skills	E
To be open and friendly whilst maintaining a professional approach	E
To be sensitive to the needs of the child	E
Confident to organise and assist children with shopping trips	D
To be able to assist with the travelling arrangements of the child	E
In possession of a full clean driving licence	D
Flexibility to accompany pupils and staff on residential trips	D
Ability to create appropriate classroom resources	E
Good administrative and organisational skills	E
Good IT Skills	D
Skills in management of behaviour	E
Drive school mini-bus as required and authorised (following training)	D

D = Desirable attribute E = Essential attribute

Candidates are asked to address as many of the person specifications as possible in their application.