



RIPON GRAMMAR SCHOOL

PERSON SPECIFICATION – SEN TEACHING ASSISTANT & PERSONAL CARER

| | ESSENTIAL | DESIRABLE/HELPFUL |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent • Literacy and Numeracy qualification, eg Level 2 or equivalent | <ul style="list-style-type: none"> • Relevant NVQ Level 3 • ELSA accreditation • 3 Days First Aid • Administration of medication in an Educational setting qualification • Available to undertake training before the end of the academic year |
| OCCUPATIONAL SKILLS | <ul style="list-style-type: none"> • Good written and verbal communication skills • Good reading, writing and numeracy skills • Basic ICT skills • An awareness of students' development and learning • An understanding that students have differing needs • Good organisational and social skills | <ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of behaviour management methods • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice |
| EXPERIENCE | <ul style="list-style-type: none"> • Appropriate to working with children in a learning environment | <ul style="list-style-type: none"> • Experience of working in a secondary school environment • Experience of working with students with special needs |

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| | | <ul style="list-style-type: none"> • Delivering literacy and SEMH support programmes on a 1:1 or small group basis. |
| <p>PERSONAL QUALITIES, MOTIVATION AND SOCIAL SKILLS</p> | <ul style="list-style-type: none"> • A high level of emotional intelligence • Committed to the staff and students within school, and wanting the best for them. • Ability to work under pressure • Good team player • Sense of humour • Helpful and supportive attitude • Adaptable and flexible • Supportive of school ethos • Enthusiastic • Able to show initiative • Demonstrable interpersonal skills • Confidentiality and flexibility | <ul style="list-style-type: none"> • Creativity |
| <p>OTHER REQUIREMENTS</p> | <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviour and attitudes • Ability to use authority and maintain discipline • An empathy for equality and diversity. | |