



**RIPON GRAMMAR SCHOOL**

**PERSON SPECIFICATION – SEN TEACHING ASSISTANT & PERSONAL CARER**

	<b>ESSENTIAL</b>	<b>DESIRABLE/HELPFUL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant NVQ Level 2 qualification or equivalent</li> <li>• Literacy and Numeracy qualification, eg Level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ Level 3</li> <li>• ELSA accreditation</li> <li>• 3 Days First Aid</li> <li>• Administration of medication in an Educational setting qualification</li> <li>• Available to undertake training before the end of the academic year</li> </ul>
<b>OCCUPATIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Good reading, writing and numeracy skills</li> <li>• Basic ICT skills</li> <li>• An awareness of students' development and learning</li> <li>• An understanding that students have differing needs</li> <li>• Good organisational and social skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Knowledge of behaviour management methods</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Appropriate to working with children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> <li>• Experience of working with students with special needs</li> <li>• Delivering literacy and SEMH support programmes on a 1:1 or small group basis.</li> </ul>

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