# Person Specification

## SEND Learning Support Assistant

Greenbank
Preparatory School
and Day Nursery

### Essential qualifications and experience

- A proven track record as a Teaching Assistant or Learning Support Assistant, with hands-on experience supporting pupils with special educational needs (SEN) or managing challenging behaviour.
- A Level 2 or Level 3 Certificate in Supporting Teaching and Learning, or an equivalent qualification.
- GCSEs in English and maths at grade 4/C or above, or Functional Skills Level 2 qualifications in both subjects.
- A good understanding of how to help children with additional learning needs take part in lessons and the wider life of the school.

### Essential skills and approach

- Be able to support children one-to-one and in small groups, both in the classroom and in The Meadow.
- Follow agreed pupil support plans and deliver activities planned with class teachers and the SENCO. Help children use what they've practised in The Meadow when they're back in class.
- Listen to children, respect their views and notice when they need help. Give them time to try for themselves and gradually reduce support as they become more confident.
- Stay calm when a child is distressed or finding it difficult to manage their behaviour, and use the strategies agreed for that child.
- Record clear observations about children's progress and share useful feedback with class teachers and the SENCO.
- Work constructively with colleagues and external professionals, and communicate sensitively with parents and carers within agreed school arrangements.
- Show a clear commitment to safeguarding. Follow school procedures, report concerns promptly and handle pupil information confidentially.
- Be reliable, organise your time well and use initiative within agreed plans. Take on feedback and be willing to learn through training and day-to-day practice.

### Desirable training and knowledge

- Training in or an understanding of how to support autistic children, children with ADHD or children with dyslexia.
- Further SEND qualifications or specialist training.