



Person Specification: Federation SEND Teaching Assistant

Diocese of Norwich Education and Academies Trust and Unity Federation are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Executive Headteacher / Head of School / Class Teacher
Grade	Scale D, Point 5-6
Hours	15 hours per week
Location	Based at Unity Federation. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

	Essential Criteria	Desirable Criteria
Education and Qualifications	<ul style="list-style-type: none"> • Good Numeracy / Literacy Skills • First Aid training 	<ul style="list-style-type: none"> • Classroom assistant qualifications or Phonics trained
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the Trust's safeguarding procedures and recognise when to report any concerns • Good time management skills • Good organisational skills • 	
Experience	<ul style="list-style-type: none"> • Experience of working with children • Experience of working as part of a team • Experience in delivering first aid, medication, personal and intimate care 	<ul style="list-style-type: none"> • Experience of working as a TA within a school setting • Experience of working with children with a special educational need
Knowledge and understanding	<ul style="list-style-type: none"> • The responsibility of every individual for safeguarding and promoting the welfare of children • Good verbal communication skills • Can use ICT effectively to support learning. • Awareness of confidentiality • An understanding of the varied needs of children as they develop socially and academically • Understanding of issues related to equal opportunities 	<ul style="list-style-type: none"> • Awareness of strategies to manage pupil behaviour

Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required • Have a calm approach and an empathic nature • Flexible and approachable • A commitment to your own learning and development • Patience, understanding, caring. 	
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Person specification reviewed by:

Date: