

PERSON SPECIFICATION

Classroom Assistant – Special Educational Needs (SEN)

NOTES TO JOB APPLICANTS

You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.

You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.

The stage in the process when the criteria will be measured is outlined in the table below.

Shortlisting will be carried out on the basis of the essential criteria set out in **Section 1** below, using the information provided by you on your application form.

Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.

In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in **Section 3** at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 – ESSENTIAL CRITERIA

(Measured at shortlisting stage and may also be further explored during the interview/selection stage. You must therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.)

Factor	Essential Criteria	Method of Assessment
Qualifications & Experience	Option 1: Hold a minimum of a Level 2 (or equivalent) qualification in a relevant area from a recognised accredited awarding body (<i>must be certificate or diploma level; award level is not acceptable</i>). AND Have a minimum of 6 weeks' experience gained either through working in a formal learning environment or through a placement completed as part of the Level 2 (or	Shortlisting by application form (qualification/experience may be verified at interview)

	equivalent) qualification. OR Option 2: Have a minimum of 12 months' experience of working in a formal learning environment.	
Other	Willingness to undertake job-related training as and when required (including safeguarding and SEN-related training relevant to the role).	Shortlisting by application form

SECTION 2 – ESSENTIAL CRITERIA

(These criteria will be measured during the interview/selection stage.)

Factor	Essential Criteria	Method of Assessment
Core Knowledge	Demonstrate a working knowledge of: 1) Child protection and safeguarding as relevant to the role; 2) Health and safety requirements relevant to a school setting; 3) The development needs of children and/or young people .	Interview/Assessment
Skills	Evidence of the following skills to support child-centred learning and assist with the management of the learning environment: - Effective planning and organising skills - Ability to follow agreed systems and plans - Ability to work as part of a team - Ability to work flexibly and creatively to help ensure a child-centred learning experience - Effective and positive communication skills	Interview/Assessment
Core Behaviours	- Ability to build positive and supportive relationships - Empathy - Confidentiality	Interview

SECTION 3 – DESIRABLE CRITERIA

(Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet these criteria.)

Factor	Desirable Criteria (applied in the order listed)	Method of Assessment
Qualifications/Training	1) Completed training relevant to the role/SEN needs (e.g., social/emotional/behavioural needs; language/communication; ASD; ADHD).	Shortlisting by application form

	2) Hold a Level 3 (or equivalent) qualification in a relevant area from a recognised accredited awarding body.	Shortlisting by application form
	3) Hold a minimum of Level 2 passes in English and/or Mathematics , or higher-level qualifications.	Shortlisting by application form
Experience	4) Additional working experience in a formal learning environment.	Shortlisting by application form
	5) Specific experience working with a child/young person with SEN/particular need (as per statement/identified need).	Shortlisting by application form / Interview (if required)
	6) Experience of working as a Classroom Assistant with pupils in a primary school setting.	Shortlisting by application form / Interview (if required)
	7) Ability to use digital technologies to assist in learning and the preparation of resources.	Shortlisting by application form / Interview (if required)

Shortlisting will normally be based on Section 1 essential criteria. If there is an excessive number of applications, the panel may apply Section 3 desirable criteria in the order listed to determine a manageable shortlist.