



PERSON SPECIFICATION

SEN Support Assistant

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by the Minster School Governors in the recruitment and selection process.

All members of staff employed by the Minster School support and promote the school's aims:

- I. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
- 2. To engender a lifelong love of learning
- 3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth
- 4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
- 5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual
- 6. To develop and maintain excellence in teaching and learning

Category	Essential	Desirable	Evidence from
Education and Training			
GCSEs 3 including GCSE Maths and English minimum Grade C or equivalent qualification	✓		А
IT qualification e.g. ECDL		✓	А
Willingness to undertake training relevant to the post	✓		1
Experience			
Experience of working with young people	✓		А
Experience of working in the educational sector		✓	А
Experience of working within a team	✓		ı
Understanding of Health and Safety issues as related to the needs of students with emotional/behavioural issues	✓		A
 Understanding of differentiation and how to apply for young people with additional needs 	✓		A/I

Ski	Skills and Abilities						
•	Ability to set and maintain high standards	✓		R/I			
•	Well developed literacy, numeracy and IT skills	✓		R/I/A			
•	A keen eye for detail and a methodical approach to record keeping	✓		I/R			
•	Ability to work under pressure	✓		R/I/T			
•	Ability to prioritise tasks, manage time effectively and meet deadlines.	✓		A/R/I			
•	Ability to relate to and work with young people	✓		I/T			
•	An understanding of the confidential nature of aspects of the role	✓		I			
•	MAPA Training		✓	A/I			
•	Safe handling training		✓	A/I			
Personal Qualities							
•	Proven interpersonal and communication skills to work effectively with and students, parents/carers and outside agencies	✓		R/I			
•	Calm and decisive manner	✓		R/I			
•	Sense of humour, even under pressure	✓		R/I			
•	Cooperative, friendly and helpful	✓		R/I			
•	A positive "can do" attitude	✓		R/I			
•	Willingness to be flexible	✓		R			
•	Committed to continuous professional training and development	✓		I/R			
•	Supportive of the school's ethos	✓		I/R			

A = application R = reference I = interview T = task