



**Rainhill St Ann's CE Primary School**  
 View Road, Rainhill, Merseyside, L35 OLQ  
 Tel 0151 426 5869, [www.rainhillstanns.co.uk](http://www.rainhillstanns.co.uk)  
 Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)  
 Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

## ATTENDANCE OFFICER & THERAPEUTIC TEACHING ASSISTANT PERSON SPECIFICATION

### (Essential and Desirable)

EDUCATION & TRAINING	
To have a qualification in Childcare (NNEB or NVQ) or equivalent qualification or experience of working with children.	E
Willingness to take part in appropriate training and personal and professional development as directed by the school management team	E
Experience of using CPOMS & Arbor	D
EXPERIENCE	
Experience of working with primary aged pupils and families	E
Experience of working with pupils with Special Educational Needs	D
Experience of Safeguarding children	E
Experience in delivering academic and therapeutic interventions	D
Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies	D
KNOWLEDGE	
Knowledge of how to safeguard children	E
An understanding of the varied needs of children as they develop socially and academically.	E
A knowledge of behaviour management techniques that support school and classroom practices and behaviour during playtimes/ lunchtimes.	E
Knowledge of the value of constructive play	D
SKILLS	
Able to communicate effectively with children and engage families	E
Ability to motivate pupils	E
Ability to work as part of a team	E
Ability to manage time effectively	E
Ability to take direction	E
Excellent De-escalation Skills	E
High standards of written and spoken English that supports pupils' learning	E
Organisational skills	E
Ability to use IT, including the internet and email	E
Initiate games and activities appropriate to the age of the children	E
Remain calm in a crisis	E
Recognise behaviour giving cause for concern, and inform teaching staff	E
Have the ability to analyse data and strategically plan intervention on a case by case basis	E
Ability to meet deadlines	E
Is able to prioritise, plan and organise activities	E
PERSONAL QUALITIES	
An ability to inspire and motivate young children	E
High level of professionalism	E
Patience, understanding, caring, sense of humour	E
Adaptable and flexible to the needs of the children	E
Respect confidential information	E
Ability to work on own initiative	E
Calm under pressure	E
Tolerant	E



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