

Person Specification – Support Assistant – Level 4

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of advancing progress of pupils of relevant age within a learning environment.
2	Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes for integrated working.
3	Experience of administering, assessing and marking tests.
4	Training in relevant learning strategies and specialist knowledge in a particular curriculum area.
5	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency
6	NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience.

Desirable

7	Experience of integrated working
8	Supervision of classroom support staff.
9	Appropriate first aid training.

Part B: Assessment Stage

Items 1, 2, 3 and 4 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Working knowledge of national or foundation stage curriculum and other relevant learning programmes/strategies.
2	Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes
3	Understanding of classroom roles and responsibilities.
4	Excellent ICT skills and the proven ability to use them effectively to support learning.
5	Able to relate well to children and adults and in particular able to establish positive relationships with pupils.
6	Able to respond positively and effectively to unexpected problems and situations.
7	Able to work with minimal supervision.
8	Able to work constructively as part of a team and with a flexible approach to work.

9	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies
10	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

11	Awareness of relevant legislation relating to child protection.
12	Understanding of principles of child development and learning processes.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

