

## Person Specification – Support Assistant Level 2

### 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 supporting children in a learning environment                           |
| 2 | Knowledge of national/foundation stage curriculum                                     |
| 3 | Experience of classroom organisation  |
| 4 | Experience of administrative and clerical duties in a school or office environment    |
| 5 | Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency |

#### Desirable

|   |                    |  |
|---|--------------------|--|
| 6 | First Aid Training |  |
|---|--------------------|--|

### Part B: Assessment Stage

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

#### Essential

|    |   |
|----|---|
| 1  | Experience of using ICT to support pupils in the classroom  |
| 2  | Able to use language and other communication skills that children can understand and relate to.   |
| 3  | Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.  |
| 4  | Able to consistently and effectively implement agreed behaviour management strategies.  |
| 5  | Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs  |
| 6  | Able to work within and apply all relevant school policies and schemes of work  |
| 7  | Able to supervise groups of pupils.   |
| 8  | Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.   |
| 9  | Able to undertake routine invigilation and marking  |
| 10 | Able to work effectively as part of a team  |
| 11 | Committed to achieving further professional development   |
| 12 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> </ul> |

|    |   |
|----|---|
|    | ▪ able to work in partnership with other agencies   |
| 13 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

#### **Desirable**

|    |                                   |
|----|-----------------------------------|
| 14 | Knowledge of SEN Code of Practice |
|----|-----------------------------------|

The following methods of assessment will be used:

| Method    |     | Method                            |     |
|-----------|-----|-----------------------------------|-----|
| Interview | Yes | Presentation                      | No  |
| Task      | Yes | Structured discussion with pupils | Yes |

#### **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) |