

**PERSON SPECIFICATION**

**POST:** Support Assistant – Level 4

**SCHOOL:** Gosforth Academies Multi Academy Trust

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>1 SKILLS, KNOWLEDGE AND APTITUDES</b>	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills.</li> <li>Excellent numeracy/literacy skills.</li> <li>Able to persuade, influence and gain co-operation.</li> <li>Excellent ICT skills and ability to use them effectively to support learning.</li> <li>Able to use other equipment/technology – video, photocopier</li> <li>Working knowledge of relevant polices and awareness of relevant legislation.</li> <li>Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>Able to work constructively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of classroom roles and responsibilities.</li> <li>Awareness of relevant legislation relating to child protection.</li> <li>Understanding of principles of child development and learning processes.</li> </ul>	Interview Application form Oral Presentation Occupational tests References
<b>2 QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Training in relevant learning strategies and specialist knowledge in a particular curriculum area.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience.</li> <li>Appropriate first aid training.</li> <li>Higher Level Maths/English Qualification</li> </ul>	Application form Certificates Interview
<b>3 EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working with children of relevant age in a learning environment.</li> <li>Experience of Liaising with adults ie parents/carers</li> <li>Managing pupil behaviour.</li> <li>Administering, assessing and marking tests.</li> <li>Selecting and preparing resources for use in classroom.</li> <li>Supervising pupils, under an agreed system of supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Invigilating internal and external examinations, under supervision.</li> <li>Supervising staff</li> </ul>	Application form Interview References
<b>4 DISPOSITION</b>	<ul style="list-style-type: none"> <li>Able to relate well to children and adults.</li> <li>Able to work with minimal supervision.</li> <li>Able to respond effectively to problems.</li> <li>Good team worker with a flexible approach to work.</li> <li>Committed to equal opportunities in all school activities.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>		Occupational tests Interview References
<b>5 SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Satisfactory Enhanced Disclosure with the Disclosure and Barring Service</li> <li>Occupational Health Clearance.</li> </ul>		DBS Clearance Interview