

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

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| 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

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| 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

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| 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. |

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| 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

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| 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 | Yes | Structured discussion with pupils | No |

Part C: Additional Requirements

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

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| 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) |