

**Person Specification – Support Assistant Level 2 (N3)**

**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  | Level 2 Basic Skills GCSE or CSE (Literacy and Numeracy) or equivalent competency  |

**Desirable**

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

 **Part B: Assessment Stage**

Items1, 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: * 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
 |

**Desirable**

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

The following methods of assessment will be used:

|  |  |
| --- | --- |
| **Method**  | **Method**  |
| Interview  | Yes  | Presentation  | No  |
| Lesson Observation  | Yes | Structured discussion with pupils  | No  |
| Other (specify)  | No  | Other (specify)  | 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  | List 99 and/or POCA List (residential establishments only) check  |
| 4  | Medical clearance  |
| 5  | Two references from current and previous employers (or education establishment if applicant not in employment) |