



Person Specification – Support Assistant Level 3 (N4)

Part A: Application Stage

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

Essential

1	NVQ Level 3 for Teaching Assistants or equivalent qualification or recent relevant experience
2	Experience of effectively supporting pupils in a KS2 learning environment
3	Have up to date experience of supporting and developing learning for KS2
4	Experience of classroom organisation
5	Experience of administrative and clerical duties in a school environment
6	Excellent written and verbal communication skills
7	Evidence of working as a successful member of a large team
8	Evidence of a commitment to promoting the welfare and safeguarding of children
9	Able to plan, organise and prioritise and manage time effectively.

Desirable

10	Experience of advancing progress of pupils of relevant age within a learning environment
11	First Aid Training
12	Evidence of effective working with children in a 1-1 role or small group working

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	Have positive, inclusive values, attitudes and high expectations for all learners.
2	Able to communicate effectively verbally and in writing with children, young people, colleagues and parents/carers.
3	Able to engage and inspire learners in the school environment, interact with them according to individual needs.
4	Promoted the inclusion and acceptance of all pupils.
5	Able to undertake accurate observations and assessments of pupils including those with special educational needs.
6	Able to work within and apply all relevant school policies and procedures
7	Able to contribute effectively to the team within KS2
8	Able to work collaboratively as a member of a team.

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

14	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Yes
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 Disclosure and Barring Service Check
2	Additional criminal record checks if applicant has lived outside the UK
3	DBS Barred List Check
3	Medical clearance
4	Professional registration/QTS check with the National College for Teaching and Leadership
5	Two references from current and previous employers (or education establishment if applicant not in employment)