



HOTSPUR PRIMARY SCHOOL PHONICS SUPPORT ASSISTANT LEVEL 1 PERSON SPECIFICATION



FACTOR	ESSENTIAL	MEANS OF ASSESSMENT
1. Skills, Knowledge and Aptitudes	ESSENTIAL a) A commitment to raising standards b) A good standard of personal literacy skills including spelling and grammar c) Ability to speak with clear diction d) Ability to use technology to a basic level e.g. photocopier, accessing websites e) Ability to use language and other communication skills that children can understand and relate to f) Ability to empathise with the needs of children g) Ability to supervise groups of children h) Ability to undertake observations of individual pupils and complete records under the direction of a teacher i) Ability to work within and apply all relevant school policies and schemes of work j) Ability to work effectively as part of a team k) Ability to apply learning DESIRABLE l) Knowledge of national or foundation stage curriculum	Application form References Interview
2. Qualifications	ESSENTIAL a) Commitment to achieving further professional development including Basic Skills (Literacy and Numeracy) DESIRABLE b) Current First Aid Certificate	Application form References
3. Experience	ESSENTIAL a) Experience or evidence of establishing positive relationships with children DESIRABLE b) Experience of working with or caring for children in an educational setting c) Experience of approaches to phonics learning	Application form References Interview
4. Disposition	ESSENTIAL a) Enthusiastic, positive, confident b) Caring, supportive, nurturing c) Reliable, punctual and organised d) Sense of humour e) Liking of children f) Commitment to equal opportunities and anti-discriminatory practices	Application form References Interview
5. Special Requirements	ESSENTIAL a) Very good health and attendance record b) DBS enhanced disclosure c) Willingness to become involved with school projects and activities	Application form References