Person Specification – Support Assistant Level 2

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	Working towards Level 2 Basic Skills (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

13	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

14	Knowledge of SEN Code of Practice

The following methods of assessment will be used:

Method		**Method**	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Other (specify)	Yes/No	Other (specify)	Yes/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)