

Supporting Teaching and Learning in Schools (Resolution Support) Apprenticeship – Person Specification

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English Commitment to training / health and safety legislation 	<ul style="list-style-type: none"> Vocational qualification, NVQ (or equivalent) in a relevant discipline 	Application form Interview Verification of qualifications
Knowledge and Experience	Work towards knowledge and experience <ul style="list-style-type: none"> Experience of working in a team Experience of working with young people in either a professional or voluntary capacity 	Work towards knowledge and experience <ul style="list-style-type: none"> Experience of educational establishment policies and procedures in supporting teaching and learning Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails, faxes Be able to support teacher in a classroom environment including behaviour management 	Application form Interview
Skills and Ability	<ul style="list-style-type: none"> Organised approach to work in relation to professional standards and competencies ICT Literate (MS Office) Ability to produce written communications which are readily understood Good communication and numeracy skills Ability to research information from relevant sources and present clearly Flexible approach to changing work tasks 	<ul style="list-style-type: none"> Ability to work in a busy environment Ability to meet deadlines and work to a tight schedule Ability to manage own work effectively Safe working procedures i.e. manual handling Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate Ability to work flexibly across whole school to meet requirements 	Application form Interview
Personal Qualities and Attitude	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people High level of emotional intelligence Friendly and outgoing Able and willing to establish good professional relationships Commitment to high standards Commitment to team work Willingness to learn On occasions to work evenings and weekends for special events 		Interview