

## Model Person Specification – Support Assistant Level 3

### 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 pupils in a learning environment
2	Knowledge of national or foundation stage curriculum
3	Experience of classroom organisation
4	Experience of administrative and clerical duties in a school or office environment
5	NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification or experience
6	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency

#### Desirable

7	Experience of advancing progress of pupils of relevant age within a learning environment
8	Supervision of staff
9	First Aid Training

### Part B: Assessment Stage

Items 1 and 2 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 take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate
3	Able to produce accurate and up to date records and reports.
4	Able to undertake observations and assessments of pupils including those with special educational needs.
5	Able to undertake routine invigilation and marking
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to contribute effectively to the planning of the teaching programme
8	Able to lead, organise and motivate a group of Support Assistants Levels 1 and 2
9	Committed to achieving further professional development
10	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> </ul>

	▪ able to work in partnership with other agencies
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### **Desirable**

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

<b>Method</b>		<b>Method</b>	
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 Criminal Records Bureau
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)