

Model Person Specification – Support Assistant (ASD) N4

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	Ability to demonstrate working effectively as part of a team
5	Ability to demonstrate emotional resilience in working with challenging behaviours
6	Experience of assisting in the administering, assessing and marking of tests
7	NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification or experience
8	Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency
9	Experience of delivering or supporting learning for children with ASD
10	Specific interest in developing the extended curriculum

Desirable

9	Experience of advancing progress of pupils with social communication difficulties within a learning environment
10	'Team Teach' certification or training
11	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 including school IT systems and Microsoft Office
2	Able to contribute effectively to the planning of the teaching programme
3	Able to produce accurate and up to date records and reports
4	Able to undertake observations and assessments for pupils including those with special educational needs
5	Able to work within and apply all relevant school policies and schemes of work
6	Able to take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate
7	Able to undertake routine invigilation and marking
8	Committed to achieving further professional development
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 <ul style="list-style-type: none"> ▪ 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
11	Knowledge of SEN Code of Practice

Desirable

12	Understanding of principles of child development and learning processes
13	Experience of using IT to create visual supports for learners with ASC

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Yes

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)