

Person Specification – Support Assistant – Higher Level

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 or foundation stage curriculum
3	Experience of classroom organisation
4	Excellent communication skills
5	Experience of providing and delivering learning activities for whole classes of pupils under the professional supervision of a qualified teacher.
6	Ability to assess record and report on development, progress and attainment.
7	Ability to contribute to the children's learning activities by using a range of strategies.
8	Experience of advancing progress of children of relevant age within a learning environment.
9	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
10	Level 3 Basic Skills (Literacy and Numeracy) or equivalent competency

Desirable

11	HLTA qualification
12	You will be able to lead and inspire children
13	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 working in a classroom environment
2	Ability to prepare and deliver lessons under the supervision of a qualified teacher
3	Able to take an active role in co-ordinating reviews of pupils progress including liaising with other agencies as appropriate
4	Able to produce accurate and up to date records and reports.
5	Able to undertake observations and assessments of children including those with special educational needs.
6	Able to undertake routine invigilation and marking
7	Able to work within and apply all relevant school policies and schemes of work

8	Able to contribute effectively to the planning of the teaching programme
9	Experience of using ICT to support children in the classroom
10	Committed to achieving further professional development
11	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 ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

13	Comprehensive training and commitment to CPD
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Possibly
Other (specify)	Yes/No	Task	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	Medical clearance
4	Two references from current and previous employers (or education establishment if applicant not in employment)
5	Safer Recruitment Declaration
6	Right to work in the UK
7	Identity checks