

Jesmond Park Academy

Support Assistant – Higher Level

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

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| 1 | Experience of working with children of relevant age in a learning environment. |
| 2 | Experience of successfully implementing national curriculum and other relevant learning programmes or strategies. |
| 3 | Experience of advancing pupils' progress in a range of classroom settings, including working with individuals, small groups and whole classes. |
| 4 | Specialist skills or training in curriculum or learning area, e.g. behaviour management, SEN, individual subject areas |
| 5 | Experience of producing lesson plans and worksheets and of administering assessing and marking tests. |
| 6 | Training in relevant learning strategies. |
| 7 | NVQ 2 or 3 for Teaching Assistants or equivalent experience supporting teaching and learning in schools |
| 8 | High level of subject knowledge (Food preparation and nutrition) |

Desirable

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| 9 | Higher Level Teaching Assistant status. |
| 10 | Experience of integrated working |
| 11 | Supervision of classroom support staff |
| 12 | Hold a current food safety certificate |

Part B: Assessment Stage

Items 1, 2, 3, 4 and 5 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

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| 1 | Able to demonstrate professional competencies within the HLTA standards |
| 2 | Good understanding of child development and learning process. |
| 3 | Good working knowledge of relevant policies, codes of practice and legislation within a classroom setting and a good understanding of the |

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| | statutory framework relating to children's learning and wellbeing. |
| 4 | Able to take a lead role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate |
| 5 | Able to participate in planning, monitoring and assessment arrangements in partnership with the class teacher. |
| 6 | Excellent written and oral communication skills. |
| 7 | Excellent ICT skills and the proven ability to use them effectively to support learning. |
| 8 | Able to organise, lead and motivate a team and to work constructively as part of a team. |
| 9 | Able to relate well to children and adults and in particular able to establish positive relationships with pupils. |
| 10 | Able to respond positively and effectively to unexpected problems and situations. |
| 11 | Able to take a responsive approach to children's needs to help address barriers to learning and well-being. |
| 12 | Able to work with minimal supervision. |
| 13 | Committed to achieving further professional development. |
| 14 | 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 |
| 15 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

Desirable

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| 16 | Invigilating internal and external examinations, under supervision. |
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The following methods of assessment will be used:

| Method | | Method | |
|--------------------|-----|----------------------------|----|
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with | No |

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|--|--|--------|--|
| | | pupils | |
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Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barred List Check 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) |