

## 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 with SEMH
2	Experience of supporting pupils in KS1 or KS2
3	Excellent written and verbal communication skills
4	Knowledge of National and Early Years Foundation Stage Curriculum
5	Experience of classroom organisation
6	Experience of administrative and clerical duties in a school or office environment
7	Planning and delivering interventions to small groups of pupils.
8	Demonstrate a positive mindset and resilience
9	Demonstrate reflective practice when working as part of a team
10	NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification or experience
11	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency

#### Desirable

12	Experience of advancing progress of pupils of relevant age within a learning environment
13	Knowledge of Read Write Inc (RWI) phonics
14	Training and experience of positive handling techniques
15	Experience of supporting a child 1:1
16	Experience of delivering therapeutic interventions
17	Experience of supporting pupils with ASD/ ADHD
18	Experience of using IT to support pupils in the classroom
19	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 contributing to reviews of pupil's progress including liaising with other agencies as appropriate
2	Able to undertake observations and assessments of pupils including those with special educational needs.
3	Able to work within and apply all relevant school policies and schemes of work
4	Able to contribute effectively to the planning of the teaching programme
5	Committed to achieving further professional development
6	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> <li>▪ able to work in partnership with other agencies</li> </ul>
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### **Desirable**

8	Knowledge of SEN Code of Practice
9	Contributing to the wider school community

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) Small group activity	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 Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK within the 5 years prior to appointment
3	Barred list check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)