



## Person Specification – Support Assistant Level 3: Key Stage 1

### Part A: Application Stage

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

#### Essential

1	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
2	Experience of supporting pupils in a Key Stage 1 learning environment
3	Have up to date experience of supporting and developing learning for Key Stage 1
4	Experience of classroom organisation
5	Experience of administrative and clerical duties in a school environment
6	Excellent written and verbal communication skills
7	Evidence of working as a successful member of a large team
8	Evidence of a commitment to promoting the welfare and safeguarding of children
9	Able to plan, organise and prioritise and manage time effectively.

#### Desirable

10	Experience of advancing progress of pupils of relevant age within a learning environment
11	First Aid Training
12	Evidence of effective working with children in a 1-1 role or small group working

### 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	Have positive, inclusive values, attitudes and high expectations for <b>all</b> learners.
2	Able to communicate effectively verbally and in writing with children, young people, colleagues and parents/carers.
3	Able to engage and inspire learners in the school environment, interact with them according to individual needs.
4	Promoted the inclusion and acceptance of all pupils.
5	Able to undertake accurate observations and assessments of pupils including those with special educational needs.
6	Able to work within and apply all relevant school policies and procedures
7	Able to contribute effectively to the team within Key Stage 1

8	Able to work collaboratively as a member of a team.
9	<p>Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:</p> <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>
10	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	No
Other (specify)	Yes		

### Part C: Additional Requirements

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

1	Enhanced Disclosure and Barring Service Check
2	Additional criminal record checks if applicant has lived outside the UK
3	DBS Barred List Check
3	Medical clearance
4	Professional registration/QTS check with the National College for Teaching and Leadership
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Right to work check and any other statutory check required by an educational establishment