

PERSON SPECIFICATION

POST: Support Assistant – Level 4

SCHOOL: Gosforth Academies Multi Academy Trust

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<p>1 SKILLS, KNOWLEDGE AND APTITUDES</p>	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Excellent numeracy/literacy skills. • Able to persuade, influence and gain co-operation. • Excellent ICT skills and ability to use them effectively to support learning. • Able to use other equipment/technology – video, photocopier • Working knowledge of relevant polices and awareness of relevant legislation. • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. • Able to work constructively as part of a team. 	<ul style="list-style-type: none"> • Understanding of classroom roles and responsibilities. • Awareness of relevant legislation relating to child protection. • Understanding of principles of child development and learning processes. 	<p>Interview Application form Oral Presentation Occupational tests References</p>
<p>2 QUALIFICATIONS AND TRAINING</p>	<ul style="list-style-type: none"> • Training in relevant learning strategies and specialist knowledge in a particular curriculum area. 	<ul style="list-style-type: none"> • NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience. • Appropriate first aid training. • Higher Level Maths/English Qualification 	<p>Application form Certificates Interview</p>
<p>3 EXPERIENCE</p>	<ul style="list-style-type: none"> • Working with children of relevant age in a learning environment. • Experience of Liaising with adults ie parents/carers • Managing pupil behaviour. • Administering, assessing and marking tests. • Selecting and preparing resources for use in classroom. • Supervising pupils, under an agreed system of supervision. 	<ul style="list-style-type: none"> • Invigilating internal and external examinations, under supervision. • Supervising staff 	<p>Application form Interview References</p>
<p>4 DISPOSITION</p>	<ul style="list-style-type: none"> • Able to relate well to children and adults. • Able to work with minimal supervision. • Able to respond effectively to problems. • Good team worker with a flexible approach to work. • Committed to equal opportunities in all school activities. • Ability to form and maintain appropriate relationships and personal boundaries with students 		<p>Occupational tests Interview References</p>
<p>5 SPECIAL REQUIREMENTS</p>	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health Clearance. 		<p>DBS Clearance Interview</p>