 ** St.Mark’s Catholic Primary School.**

 **Person Specification** -**Support Assistant, Level 2**

**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 curriculum  |
| 3  | Experience of classroom organisation  |
| 4  | Experience of administrative and clerical duties in a school or office environment  |
| 5  | Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency  |

 **Desirable**

|  |  |
| --- | --- |
| 6  | First Aid Training  |
| 7 | Experience of working in a Key Stage 1 classroom |

**Part B: Assessment Stage**

Items1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1  | Experience of using ICT to support pupils in the classroom  |
| 2  | Able to use language and other communication skills that children can understand and relate to.  |
| 3  | Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.  |
| 4  | Able to consistently and effectively implement agreed behaviour management strategies.  |
| 5  | Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs  |
| 6  | Able to work within and apply all relevant school policies and schemes of work  |
| 7  | Able to supervise groups of pupils indoors and outside |
| 8  | Able to carry out and report on systematic observations of pupils’ knowledge, understanding and skills.  |
| 9  | Able to undertake routine supervision and marking  |
| 10  | Able to work effectively as part of a team  |
| 11  | Committed to achieving further professional development  |
| 12  | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: 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
 |
| 13  | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.  |

**Desirable**

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method**  | Yes/No | **Method**  | Yes/No |
| Interview  | Yes | Presentation  |  Yes |
| Lesson Observation  | Yes | Other |  No |

**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  |
| 3  | Barred List check |
| 4  | Right to Work Check |
| 5  | Medical clearance |
| 6 | Two references from current and previous employers (or education establishment if applicant not in employment)  |