



## Person Specification – Support Assistant Level 3 Archbishop Runcie CE First School

### 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 in a learning environment
2	Knowledge of KS1 & KS2 National Curriculum
3	Experience of effective classroom organisation
4	Level 3 qualification for Teaching Assistants or equivalent
5	GCSE in English and Maths or equivalent
6	Able to support and uphold the Christian ethos of the school
7	Assisting in the supervision of pupils, during curriculum time and outdoor play.

#### Desirable

8	Experience of advancing progress of pupils of relevant age within a learning environment
9	Ability to administer medication to pupils by agreement with the jobholder in accordance with the schools policy on this issue
10	First Aid Training
11	Experience of carrying out educational interventions with individuals or groups of children.

### 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	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.
2	Able to consistently and effectively implement agreed behaviour management strategies.
3	Able to use language and other communication skills that children can understand and relate to.
4	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
5	Able to work within and apply all relevant school policies and schemes of work
6	Able to supervise groups of pupils.
7	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills, maintaining accurate and up to date records and reports.
8	Able to undertake observations and assessments of pupils including those with special educational needs.
9	Able to work effectively as part of a team and contribute effectively to the planning of the teaching programme
10	Committed to achieving further professional development

11	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>
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
13	Able to take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate

### Desirable

14	Knowledge of SEN Code of Practice
15	Experience of using IT in the classroom to support learning

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Group activity	Yes	Task with pupils	Yes
Other (specify)	No	Other (specify)	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	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)