Person Specification – Support Assistant Level 3: KS1 (initially)

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	GCSE in English and Maths or equivalent
3	Recent experience of effectively supporting pupils in KS1 and developing pupils learning
4	Proven experience of supporting learners with complex needs
5	Evidence of effective working with children in a 1-1 role or small group working
6	Experience of classroom organisation within an KS1 classroom
7	Experience of administrative and clerical duties in a school environment
8	Excellent written and verbal communication skills
9	Evidence of working as a successful member of a large team of school practitioners
10	Evidence of a commitment to promoting the welfare and safeguarding of children
11	Able to plan, organise and prioritise and manage time effectively.
12	Willingness to attend to personal care needs of children

Desirable

13	First Aid Training or willingness to undertake First Aid Training
14	Training in Communication and Interaction Strategies
15	Secure knowledge and understanding of the school phonics program – Little Wandle
16	Proficiency in Makaton

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 **all** learners.
2	Able to communicate effectively verbally and in writing with children, young people, colleagues and parents/carers.

3	Able to consistently and effectively implement agreed behaviour management strategies.
4	Able to engage and inspire learners in the school environment, interact with them according to individual needs.
5	Promoted the inclusion and acceptance of all pupils.
6	Able to undertake accurate observations and assessments of pupils including those with special educational needs.
7	Able to work within and apply all relevant school policies and procedures
8	Able to contribute effectively to the team within KS1
9	Able to work collaboratively as a member of a team.
10	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
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment may be used:

Method		**Method**	
Interview	Yes	Presentation	No
Lesson/Group Observation	Yes	Task with pupils	Yes
Other	No		

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