HOTSPUR PRIMARY SCHOOL

SUPPORT ASSISTANT LEVEL 1

PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. Skills, Knowledge and Aptitudes	a) Able to produce accurate and up to date record and reports b) Able to undertake observations and assessments of pupils including those with special educational needs c) Able to work within and apply all relevant school policies and schemes of work d) Able to work in partnership with other agencies	e) Knowledge of SEN Code of Practice	Application form References Interview

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
2. Qualifications	a) Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	b) Current First Aid Certificate	Application form References
3. Experience	a) Experience of supporting pupils in a learning environment b) Experience of classroom organisation c) Experience of administration in a school or office environment d) Experience of using ICT to support pupils in the classroom	e) Experience of advancing progress of pupils within a learning environment	Application form References Interview
4. Disposition	a) Enthusiastic, positive, confident b) Welcoming of change and ability to respond to it with a flexible approach c) Caring, supportive, nurturing d) Reflective on own performance e) Reliable, punctual, organised, visionary f) Sense of humour g) Liking of children h) Commitment to equal opportunities and anti-discriminatory practices		Application form References Interview
5. Special Requirements	a) Very good health and attendance record b) DBS enhanced disclosure		Application form References