



Model Person Specification – Support Assistant – Higher Level

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 national or foundation stage curriculum
3	Experience of classroom organisation
4	Experience of administrative and clerical duties in a school or office environment
5	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
6	Level 3 Basic Skills (Literacy and Numeracy) or equivalent competency

Desirable

7	Experience of providing and delivering learning activities for whole classes of pupils under the professional supervision of a qualified teacher.
8	Ability to assess, record and report on development, progress and attainment.
9	Ability to contribute to pupils' learning activities by using a range of strategies.
10	Experience of advancing progress of pupils of relevant age within a learning environment.
11	You will be able to lead and inspire pupils
12	Supervision of staff
13	First Aid Training

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	Experience of working in a classroom environment
2	Ability to prepare and deliver lessons under the supervision of a qualified teacher
3	Able to take an active role in co-ordinating reviews of pupils progress including liaising with other agencies as appropriate
4	Able to produce accurate and up to date records and reports.
5	Able to undertake observations and assessments of pupils including those with special educational needs.
6	Able to undertake routine invigilation and marking
7	Able to work within and apply all relevant school policies and schemes of work

8	Able to contribute effectively to the planning of the teaching programme
9	Experience of using ICT to support pupils in the classroom
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"> ▪ 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
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

13	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	No
Other (specify)	Yes/No	Other (specify)	Yes/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 Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)