

**Person Specification – Support Assistant Level 2 (N3)**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

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| 1 | Experience of supporting children in a learning environment |
| 2 | Knowledge of national/foundation stage curriculum |
| 3 | Experience of classroom organisation |
| 4 | Experience of administrative and clerical duties in a school or office environment |
| 5 | Level 2 Basic Skills GCSE or CSE (Literacy and Numeracy) or equivalent competency |

**Desirable**

|  |  |
| --- | --- |
| 6 | First Aid Training |

**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. |
| 8 | Able to carry out and report on systematic observations of pupils’ knowledge, understanding and skills. |
| 9 | Able to undertake routine invigilation 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 |

**Desirable**

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| 14 | Knowledge of SEN Code of Practice |

The following methods of assessment will be used:

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| --- | --- | --- | --- |
| **Method** | | **Method** | |
| Interview | Yes | Presentation | No |
| Lesson Observation | Yes | Structured discussion with pupils | No |
| Other (specify) | No | Other (specify) | No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
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| 1 | Enhanced Certificate of Disclosure from the Disclosure and Barring Service |
| 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) |