

## Person Specification

<b>Job Title:</b>	Departmental Support Assistant - English
<b>School/Trust:</b>	Benfield School
<b>Job Evaluation Code:</b>	A4533
<b>Date:</b>	September 2019
<b>Status:</b>	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
<b>Knowledge and qualifications</b>					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English	E	✓			✓
2. Has relevant academic qualifications e.g. Degree/A Levels in English subjects	D	✓			✓
3. Has relevant professional qualification e.g. Qualified Teacher Status, Higher Level Teaching Assistant	D	✓			✓
4. Knowledge of the Key Stage 3 and Key Stage 4 National Curriculum in English including awareness of public examination specifications	E	✓		✓	
5. Understanding of how young people learn including the principles of effective teaching, learning and assessment	E	✓		✓	
6. Evidence of personal commitment to lifelong learning	D	✓		✓	
7. Evidence of CPD in relation to supporting teaching, learning and assessment and vulnerable learners	D	✓		✓	
8. Working knowledge of school policies on attendance, behaviour, safeguarding, teaching and learning, health and safety etc	D	✓		✓	
<b>Experience</b>					
9. Evidence of successful track record of working with learners and parents/carers to improve progress/attainment	D	✓		✓	✓
10. Experience of working in a support or teaching role in a secondary school	D	✓		✓	✓
11. Experience of using data about learner outcomes for progress to implement and assess the impact of appropriate actions and interventions	D	✓		✓	✓
12. Experience of working collaboratively with internal colleagues to improve outcomes for young people	D	✓		✓	✓

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
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Skills and competencies					
13. Able to deliver and assess effective learning interventions for learners of all abilities across Key Stages 3 and 4 in English	E		✓	✓	
14. Able to relate well to young people and adults and in particular to establish positive relationships with all learners and parents/carers	E		✓	✓	
15. Is proactive in planning and organising own work to meet targets and deadlines	E			✓	
16. Influencing skills to persuade learners to have a positive attitude to learning and adopt particular courses of action	E		✓	✓	
17. Effective verbal and written communication skills for a range of audiences	E	✓	✓	✓	
18. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information	E			✓	
19. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E			✓	✓
Personal qualities					
20. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	
21. Is highly motivated to improve outcomes for all learners	E			✓	
Other					
22. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
23. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
24. Two satisfactory references including at least one from the current employer	E		✓		✓