

Support Assistant Level 3 Person Specification

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 curriculum.	
3	Experience of classroom organisation	
4	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience	

Desirable

5	Experience of advancing progress of pupils of relevant age within a learning environment	
6	Experience of or an interest in working with children with SEND	
7	Ability to support pupils in a pastoral role.	
8	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

L336 1	Essential			
1	Experience of using ICT to support pupils in the classroom			
2	Able to take an active role in co-ordinating reviews of pupil's progress.			
3	Able to produce accurate and up to date records and reports.			
4	4 Able to undertake observations and assessments of pupils including those			
	with special educational needs.			
5	Able to work using own initiative.			
6	Able to work within and apply all relevant school policies and schemes of			
	work			
7	Able to deliver interventions on a 1-1 or small group basis.			
8	Able to work as part of a team.			
9	Committed to achieving further professional development			
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.	

Desirable

12	Knowledge of SEN Code of Practice

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Discussion with pupils	No
Other (specify)	No		
Small group task			

Part C: Additional RequirementsThe 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)	