

PERSON SPECIFICATION



POST: Support Assistant Level 2

DIRECTORATE: NORTH GOSFORTH ACADEMY

REF:

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1 SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> • Effective oral and written communication skills. • Effective organisation and management skills. • Sympathetic understanding of the broad needs of students aged 13-16 • Ability to maintain paper or electronic information system. • Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English 	<ul style="list-style-type: none"> • Knowledge of the requirement of the National Curriculum. • Knowledge of the wide range of agencies working in the areas of learner support. 	Application form. Interview. References.
2 QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good general education, usually to NVCQ2 or GCSE equivalent 	<ul style="list-style-type: none"> • Professional qualification relating to support for the learning of young people e.g. teaching, guidance and social work 	Application form. Interview. References. Sight of original certificates.
3 EXPERIENCE	<ul style="list-style-type: none"> • At least one year of experience of effective working with young people • Experience of working with students with SEND 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of providing learning support to students • Experience of working with students with Autism and social, emotional and mental health issues. 	Application form. Interview. References.
4 DISPOSITION	<ul style="list-style-type: none"> • Ability to advise and monitor development and performance. • Able to form effective professional relationships with a wide range of contacts. • Empathy with young people facing barriers to their learning. • Able to plan own workload and meet deadlines. • Able to work under own initiative. • Ability to form and maintain appropriate relationships and personal boundaries with students • Able to be flexible to the needs of the school 		Interview.
5 SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health clearance 	<ul style="list-style-type: none"> • Ability to drive (full driving licence). 	Interview. References. Occupational Health Form