



Person Specification

JOB TITLE:	ASD Support Assistant
DATE:	February 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	E	✓		✓	✓
2. NVQ Level 2 or 3 for Teaching Assistants or equivalent or experience	E	✓			✓
3. Knowledge of national/foundation stage curriculum	E	✓		✓	
4. Knowledge of SEN Code of Practice	D	✓			
5. First Aid training	D	✓			✓
6. Team Teach certification of training	D	✓			✓
Experience					
7. Experience of supporting pupils in a learning environment	E	✓		✓	
8. Experience of classroom organisation	E	✓		✓	
9. Experience of assisting in the administering, assessing and marking tests	E	✓		✓	
10. Experience of supporting children with ASD	E	✓	✓	✓	
11. Experience of using ICT to support pupils in the classroom including school IT systems and Microsoft Office	E	✓	✓	✓	
Skills and competencies					

12. 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	✓		✓	
13. Ability to demonstrate emotional resilience in working with challenging behaviours	E	✓		✓	
14. Ability to contribute effectively to the planning of the teaching programme	E	✓		✓	
15. Ability to produce accurate and up to date records and reports	E	✓		✓	
16. Ability to undertake observations and assessments for pupils including those with special educational needs	E	✓		✓	
17. Ability to work within and apply all relevant school policies and schemes of work	E	✓		✓	
18. Ability to take an active role in co-ordinating reviews of pupils' progress including liaising with other agencies as appropriate	E	✓		✓	
19. Ability to undertake routing invigilation and marking	E	✓		✓	
Other					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	