**PERSON SPECIFICATION**

**JOB TITLE: Communications Support Assistant**

**GRADE: Hay Grade 6**

**DATE: June 2024**

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| **E** | **= ESSENTIAL** | **SOURCE OF EVIDENCE - APPLICATION =** | **A** |
| **D** | **= DESIRABLE** | **TEST =**  **INTERVIEW =** | **T**  **I** |
|  | **1. EXPERIENCE, direct work experience, other relevant experience. W =** | |  |
| **E** | Relevant experience of working with students who Experience of working with students with a hearing impairment complex challenging behaviour. | | **A/I** |
| **E** | Clerical / administrative duties. | | **A/I** |
|  |  | | **A/I** |
|  | **2. KNOWLEDGE, without which the job cannot be done effectively. W =** | |  |
| **E** | Policies and practices of schools. | | **A/I/T** |
| **E** | Some understanding of National Curriculum / EYFS. | | **A/I/T** |
| **E** | Understanding of the area of safeguarding within schools and own role within that area, holding safeguarding at the centre of their practice. | | **A/I** |
| **E** | Basic understanding of child development. | | **A/I** |
|  |  | |  |
|  | **3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =** | |  |
| **E** | Basic ICT skills. | | **A/I** |
| **E** | Excellent communication skills – able to adapt them appropriately including using Makaton. | | **A/I** |
| **E** | Understanding of positive behaviour management strategies and willingness to undertake PROACT SCIP UK® training and refreshers as required. | | **A/I** |
|  |  | | **A/I** |
|  | **4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =** | |  |
| **E** | NVQ Level 2 or equivalent experience. | | **A/I** |
| **E** | English and Maths GCSE or equivalent. | | **A/I** |
| **E** | BSL qualified or willingness to undertake upon commencement of role | |  |
| **D** | First Aid certificate or equivalent. | | **A/I** |
| **D** | May require relevant certifications including evidence of fluency in English Language | | **A/I** |
|  |  | |  |
|  | **5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.**  **W =** | |  |
| **E** | Good relationship with pupils – acting as a role model. | | **A/I** |
| **E** | Good team player. | | **A/I** |
| **E** | Ability to mentor colleagues as need arises | | **A/I** |
| **E** | Flexibility e.g. being prepared to work / cover in any area of the school as required. | | **A/I** |
| **E** | Be able to demonstrate a high level of personal resilience | | **A/I** |
|  |  | |  |
|  | **6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =** | | **A/I** |
|  |  | |  |
|  | **CONTRA INDICATIONS, if any W =** | |  |
|  |  | | **A/I** |