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PERSON SPECIFICATION

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| **Post Title:** | Curriculum Support Assistant |

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|  | **Criteria** | **Category** | **How Assessed** |
| **Education & Qualifications** | * A Level/Degree educated (or equivalent) * Literacy and numeracy skills to level 2 within the National Qualification and Curriculum Framework * Degree * First aid certificate * Willingness to undertake first aid certificate | D  E  D  D  E | Application Form/Interview |
| **Knowledge & Experience** | * Experience of interacting with and working with children/young people * Experience of using resources to support learning programmes * Knowledge and understanding of the barriers to learning faced by young people * Understanding of the National Curriculum at KS3/4 * Experience in the use of MS Office packages * Knowledge and understanding of child protection issues * Experience of working with pupils in a classroom environment | E  E  E  E  E  E  D | Application form, interview and references |
| **Skills &**  **Abilities** | * Ability to communicate, influence, persuade, motivate and engage with a wide range of young people and adults * Highly skilled ICT user with capacity to learn and use software packages in the planning, analysis and manipulation of data * Excellent interpersonal skills * Ability to deal diplomatically with all age groups (parents, colleagues, pupils) * Ability to maintain confidentiality * Ability to create a purposeful, orderly and safe environment in which pupils can achieve their potential * Ability to use initiative to respond to unexpected problems using recognized procedures and policies as a guide * Organisational skills to complete tasks to conflicting deadlines , re-prioritising work-load as appropriate * Literacy skills including spelling, grammar and punctuation, to be able to compose letters and other documents * Analytical skills to be resourceful and solve varied problems, through using judgment to interpret information and situations * Ability to keep clear and concise records * Receptive to new ideas, approaches and challenges * Conscientious, reliable and punctual * Enthusiasm, drive and a passion for the job | E  E  E  E  E  E  E  E  E  E  E  E  E  E | Interview, selection exercises and references |
| **Work Circum-stances** | * Willingness and aptitude to continuously develop knowledge of the subject area and undertake further development opportunities * To work flexibly as the workload demands * Commitment to equal opportunities * Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. | E  E  E  E | Interview and References |

E = Essential, D = Desirable

