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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
 | DEDDE | 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
 | EEEEEED | 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
 | EEEEEEEEEEEEEE | 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.
 | EEEE | Interview and References |

E = Essential, D = Desirable

