



Person Specification

JOB TITLE:	Support Assistant - Special Needs
DATE:	January 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Learning Support Assistant Qualification	E	✓		✓	✓
2. GCSE grade C or above in English and Maths or equivalent competency.	E	✓		✓	✓
3. Understanding of curricular needs of pupils with special educational needs.	E	✓		✓	
4. Knowledge of SEND Code of Practice.	E	✓		✓	
Experience					
5. Providing in-class support for pupils with learning difficulties.	E	✓		✓	
6. Providing individual/small group support and supervision across the appropriate age range.	E	✓		✓	
7. Experience of supporting SEN pupils.	E	✓		✓	
8. Experience of caring for physically disabled pupils.	D	✓		✓	
Skills and competencies					
9. 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	E	✓		✓	

challenging behaviours and attitudes to use of authority and maintaining discipline.					
10. Ability to work with teachers to provide support for pupils with a wide range of special needs.	E	✓		✓	
11. Able to work well with a team of other staff, communicating accurately both verbally and written.	E	✓		✓	
12. Able to use language and other communication skills that children can understand relate to.	E	✓		✓	
13. Able to produce and maintain detailed and accurate records, ensuring confidentiality.	E	✓		✓	
14. Experience of using ICT to support pupils in the classroom.	D	✓		✓	
15. Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.	E	✓		✓	
16. Able to consistently and effectively implement agreed behaviour management strategies.	E	✓		✓	
17. Able to work within and apply all relevant school policies and schemes of work.	E	✓		✓	
18. Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	E	✓		✓	
Other					
19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	