



CLAREMONT HIGH SCHOOL ACADEMY

Person Specification Pastoral Support Assistant

Please Note. All criteria are essential. The successful candidate must satisfy all of the criteria. Short listing will be on the basis of the criteria indicated in the 'Application Form' Column.

Method of Assessment			
	Application Form	Interview	Test
Education, Training & Qualifications			
1. GCSE English and Maths grade C or higher, or equivalent	X	X	
2. Completion of DfES Teacher Assistant Induction Programme	X	X	
3. Participate in development and training opportunities	X		
Knowledge & Experience			
4. Knowledge of relevant education policies, procedures	X	X	
5. Knowledge of how children develop and learn	X		
6. Understanding basic learning strategies for development	X	X	
7. Working with or caring for children of relevant age	X		
Skills & Abilities			
8. Use basic technology – computer, video, photocopier	X		
9. Verbal and written communication skills to communicate effectively	X	X	X
10. Numeracy skills appropriate to the learning level of the pupils	X		X
11. Ability to relate to and work well with children and adults		X	
12. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position	X	X	
13. Dealing with difficult situations and problem solving		X	
14. Ability to maintain a professional and flexible approach		X	
15. Ability to maintain records	X	X	
16. Know when to seek advice	X		
Special Requirements Level 2b			
17. Working knowledge and understanding of national curriculum and other relevant learning programmes and strategies.	X	X	
18. Successful experience in providing specialist learning support to pupils;	X	X	
19. Typing speed of 50 words per min.			X