



## PERSON SPECIFICATION

### Post 16 Student Support Assistant (Maternity Cover)

A Person Specification defines the required qualifications, knowledge, skills, and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

## Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• Evidence of sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy), (W, D).</li><li>• ICT skills sufficient to perform the role with regards to use of SIMs, software packages related to presentation of information to staff and students. (W/D/I).</li></ul>	<ul style="list-style-type: none"><li>• A level qualification in relevant subjects or equivalent ability/experience. (W).</li><li>• A relevant higher education qualification (W).</li><li>• Relevant professional qualification or other, accreditation. (W).</li></ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>• Ability to deal sensitively with vulnerable students and their families (I).</li></ul>	<ul style="list-style-type: none"><li>• Confident and able to use own initiative. (I)</li><li>• Willing and able to keep up-to-date with</li></ul>



	<ul style="list-style-type: none"><li>• Sound understanding of confidentiality issues. (I)</li><li>• Experience of working effectively with children and young people in a learning environment. (I)</li><li>• Awareness of child protection issues.</li><li>• Reliable with regards to all aspects working practice. (I)</li><li>• Ability to remain patient and calm in challenging situations. (I)</li><li>• Ability to work effectively within a team environment, understanding roles and responsibilities. (I)</li><li>• Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students.</li><li>• Ability to promote a positive ethos and role model positive attributes. (I)</li><li>• Willingness to participate in relevant training and development opportunities. (I)</li><li>• Professionally discreet and able to respect confidentiality. (I)</li><li>• Firm, sensitive, and effective approach towards student discipline. (W, I)</li></ul>	<p>legislation/guidelines/new/best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role. (I)</p> <ul style="list-style-type: none"><li>• Experience of working to support young people's learning. (W)</li><li>• Positive problem-solving attitude. (I)</li></ul>
<b>Other Conditions</b>	<ul style="list-style-type: none"><li>• Able to fulfil all aspects of the job description. (I)</li><li>• Set a good example of professional standards and abide by our Code of Conduct. (I)</li><li>• Must satisfy relevant pre-employment checks. (D)</li><li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D)</li></ul>	



<b>Equal Opportunities &amp; Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities. (I)</li><li>• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I)</li><li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I)</li></ul>	
---	--	--

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

May 2022