



PERSON SPECIFICATION

SEN Support Assistant Grade 3 - Casual / Relief

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

	Essential	Desirable
Education & Training	• Secondary Education up to level 3 including GCSE Maths and English minimum Grade C or equivalent qualification (W, D). • Willingness to undertake training relevant to the post (W,I).	• IT qualification e.g., ECDL (D) • Braille Qualification.
Experience	• Experience of working with young people (W). • Experience of working within a team (I).	• Experience of working in the educational sector (I). • Understanding of Health and Safety issues as related to the needs of students with emotional/behavioural issues (W).



Skills and Abilities	• Ability to set and maintain high standards (W). • Well-developed literacy, numeracy, and IT skills (W). • Ability to work under pressure (I) • Ability to prioritise tasks and manage time effectively (I). • Ability to relate to and work with young people (I). • An understanding of the confidential nature of aspects of the role (W, I).	• MAPA Training (D). • Safe handling training (I, D).
Personal Qualities	• Proven interpersonal and communication skills to work effectively with students, (W, I). • Calm and decisive manner (I). • Sense of humour, even under pressure (I). • Cooperative, friendly, and helpful (I). • A positive “can do” attitude (I). • Willingness to be flexible (W). • Supportive of the school’s ethos (W, I).	• Committed to continuous professional training and development (W).
Other Conditions	• Able to fulfil all aspects of the Job Description (I). • Conduct yourself in a professional manner and abide by our code and conduct (I). • Must satisfy relevant pre-employment checks (D). • 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).	
Equal Opportunities & Safeguarding	• Commitment to equal opportunities (I). • Commitment to safeguarding students with full adherence to; Child Protection, Safeguarding and staff code and conduct policies (I). • Must be able to recognise discrimination and its many forms, and be willing to put equality policies into practice (I).	

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.

- July 2023