



Person Specification Support Assistant

Job title: Support Assistant
School: Special Schools
Line manager: Headteacher, Senior Leadership Team & Teachers
Supervisory responsibility: None
Hours: 32.5 per week

Ealing GLPC Grade: Scale 4
Post No:

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Knowledge, Skills and Abilities

- a) Experience of working with children with complex and profound additional needs.
- b) Ability to work as part of a team and form good relationships with other colleagues.
- c) Good communication skills.
- d) Ability to work with minimum supervision but within well defined guidelines.
- e) To be able to form good relationships with the children.
- f) Ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.
- g) To be able to take charge of maintaining acceptable behavioural standards.
- h) Ability to stay calm and be patient and understanding when dealing with the children.
- i) To be prepared to act on feedback and communicate promptly with staff as appropriate regarding children's welfare/needs.
- j) To be able to deal fairly and consistently when dealing with the children.
- k) To be able to put into practice school based training in a variety of areas including sign language, manual handling and toileting.
- l) To be able to engage the children in play being aware of pupil age and disability.
- m) To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
- n) Ability to adhere to and implement the Council's Equal Opportunities Policy.
- o) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- p) Undertake an enhanced DBS check

Prepared by: _____ **Date** ____/____/____
Agreed by: _____ **Date** ____/____/____