

# THE LEGACY LEARNING TRUST

## ACKLAM GRANGE SCHOOL

### PERSON SPECIFICATION: Student Support Assistant



|                                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                                                                                                                               | Measured by             |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Qualifications/<br/>Training</b> | <ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English</li> <li>Commitment to training / health and safety legislation</li> <li>Willingness to undertake First Aid Training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Further professional qualifications</li> <li>Evidence of related training</li> <li>First Aid qualification</li> </ul>                                                                                                                                                                                            | A/Q<br><br>A/Q<br><br>I |
| <b>Knowledge and<br/>Experience</b> | <ul style="list-style-type: none"> <li>Experience of working with children/young people</li> <li>Full working knowledge of relevant policies/codes of practice</li> <li>Committed to safeguarding and promoting the welfare of children and young people</li> <li>Developing and maintaining positive working relationships with a range of students in order to provide guidance and support</li> <li>A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process</li> <li>Experience of dealing with behaviour issues in an academic environment</li> <li>Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner</li> <li>Experience of school monitoring systems and using this data to identify issues promptly and accurately</li> <li>Experience of managing a busy workload whilst maintaining high standards</li> </ul> | <ul style="list-style-type: none"> <li>Evidence of Safeguarding/ Child protection and the Data Protection Act</li> <li>Experience of recognising early signs of disengagement</li> <li>Knowledge of the academic and pastoral ethos of a school environment</li> <li>Experience of work in a school environment or educational establishment</li> </ul> | A/I                     |
| <b>Skills and<br/>Ability</b>       | <ul style="list-style-type: none"> <li>Ability to work in a challenging environment</li> <li>Ability to produce accurate work to tight deadlines</li> <li>Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate</li> <li>Ability to establish and maintain strong relationships with all stakeholders</li> <li>Ability to work flexibly across departments to support colleagues in order to meet whole school requirements</li> <li>An ability to react to organisational change quickly and positively</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Presentation skills</li> <li>Knowledge of the School Management Information System (MIS)</li> </ul>                                                                                                                                                                                                              | A/I                     |

