

# SOUTHFIELD SCHOOL

## PERSON SPECIFICATION

<b>Post Title</b>	<b>Student Support Assistant</b>
<b>Responsible to</b>	<b>Student Support Manager</b>
<b>Full time/Part time</b>	<b>40 hours per week Monday to Friday 8.15am – 4.45pm including 30 minutes' unpaid lunch break each day 38 weeks per year term time plus 2 training days</b>

Attributes		Essential	Desirable
<b>Education and Qualifications</b>	5 English and Maths GCSE grade A – C or able to demonstrate ability to work at that level	✓	
	Able to demonstrate practical ability with the use of computers	✓	
	Experience of using SIMS/Arbor		✓
	ECDL		✓
<b>Experience</b>	Experience of working with young people, ideally in a school setting	✓	
	Experience of working with challenging students	✓	
	Experience of using a range of behaviour modification techniques		✓
	Working with other agencies, parents/carers	✓	
<b>Knowledge and Skills</b>	Able to communicate effectively and deal with students, parents and colleagues sensitively	✓	
	Able to respect confidentiality	✓	
	Able to work flexibly, adapting to changing circumstances	✓	
	Able to work effectively within a team	✓	
	Able to deal with conflict	✓	
	A flexible approach to work to meet the demands of the role	✓	
	Professional and confident approach	✓	
	Able to use initiative and seek advice as necessary	✓	
	Able to stay calm under pressure	✓	

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	<p>Ability to demonstrate a positive and consistent approach with a commitment to achieving</p> <p>Achieve success both for yourself and those students for whom you have responsibility.</p> <p>Willing to train and develop skills.</p> <p>Ability to use initiative and make sensible decisions when necessary.</p> <p>Sense of humour</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Suitability to Work with children</b>	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>		
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>		

**Date:**

**September 2022**

**Prepared by:**

**Deputy Headteacher - DSL**