

## PERSON SPECIFICATION

**POST: Support Assistant Level 2**

**DIRECTORATE: North Gosforth Academy**

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<b>1 SKILLS, KNOWLEDGE AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills.</li> <li>• Effective organisation and management skills.</li> <li>• Sympathetic understanding of the broad needs of students aged 13-16</li> <li>• Ability to maintain paper or electronic records.</li> <li>• Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English</li> <li>• Willingness to undertake training in specific areas of SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the requirement of the National Curriculum.</li> <li>• Knowledge of the wide range of agencies working in the areas of learner support.</li> </ul>	Application form. Interview. References.
<b>2 QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Good general education, with Eng and Maths Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification relating to support for the learning of young people e.g. teaching, guidance and social work</li> <li>• Qualification relating to assisting with Medical Procedures</li> </ul>	Application form. Interview. References. Sight of original certificates.
<b>3 EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of effective working with young people</li> <li>• Experience and knowledge of the different types of SEND and how this impacts on students</li> <li>• Experience of providing learning/mentor support</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with students with Cognition and Learning difficulties</li> <li>• Experience of working with students with SEMH difficulties</li> <li>• Experience of working with students with Autism</li> </ul>	Application form. Interview. References.
<b>4 DISPOSITION</b>	<ul style="list-style-type: none"> <li>• Ability to advise and monitor development and performance.</li> <li>• Able to form effective professional relationships with a wide range of contacts.</li> <li>• Empathy with young people facing barriers to their learning.</li> <li>• Able to plan own workload and meet deadlines.</li> <li>• Able to work under own initiative.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>		Interview.
<b>5 SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced Disclosure with the Disclosure and Barring Service</li> <li>• Occupational Health clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive (full driving licence).</li> </ul>	Interview. References. DBS Clearance Occupational Health Form