

PERSON SPECIFICATION

POST: Support Assistant –Level 3

NORTH GOSFORTH ACADEMY

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<p>1 SKILLS, KNOWLEDGE AND APTITUDES</p>	<ul style="list-style-type: none"> • Effective oral and written communication skills. • Effective organisation and management skills. • Sympathetic understanding of the broad needs of students. • Ability to maintain paper or electronic information system. • Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English 	<ul style="list-style-type: none"> • Knowledge of the requirement of the National Curriculum. • Knowledge of the wide range of agencies working in the areas of learner support. 	<p>Application form. Interview. References.</p>
<p>2 QUALIFICATIONS AND TRAINING</p>	<ul style="list-style-type: none"> • Good general education, with English and Maths Grade C or above 	<ul style="list-style-type: none"> • NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience 	<p>Application form. Interview. References. Sight of original certificates.</p>
<p>3 EXPERIENCE</p>	<ul style="list-style-type: none"> • At least one year of experience of effective working with young people • Experience of supporting young people for their intimate care needs. • Able to respond positively and effectively to unexpected problems and situations 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of providing learning support to students 	<p>Application form. Interview. References.</p>
<p>4 DISPOSITION</p>	<ul style="list-style-type: none"> • Ability to advise and monitor development and performance. • Able to form effective professional relationships with a wide range of contacts. • Empathy with young people facing barriers to their learning. • Able to plan own workload and meet deadlines. • Able to work under own initiative. • Ability to form and maintain appropriate relationships and personal boundaries with students 		<p>Interview.</p>
<p>5 SPECIAL REQUIREMENTS</p>	<ul style="list-style-type: none"> • .Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health clearance 	<ul style="list-style-type: none"> • Ability to drive (full driving licence). 	<p>Application form. Interview. References. Police clearance form. Medical history form.</p>