

PERSON SPECIFICATION

POST: Support Assistant –Level 3

NORTH GOSFORTH ACADEMY

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1 SKILLS, KNOWLEDGE AND APTITUDES	<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. 	Application form. Interview. References.
2 QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Good general education, usually to NVCQ2, 5*-C or equivalent 	<ul style="list-style-type: none"> NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience 	Application form. Interview. References. Sight of original certificates.
3 EXPERIENCE	<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 	Application form. Interview. References.
4 DISPOSITION	<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 		Interview.
5 SPECIAL REQUIREMENTS	<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). 	Application form. Interview. References. Police clearance form. Medical history form.