

# PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent</li> <li>• Qualifications in English and Mathematics to at least GCSE 9-4 (A*-C) or equivalent Level 2 Literacy/Numeracy</li> <li>• Recent &amp; relevant participation in professional development</li> <li>• Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• A levels or Level 3 NVQ equivalent</li> <li>• Other relevant qualifications specific to this post</li> <li>• First Aid</li> </ul>
Experience and Professional Knowledge	<ul style="list-style-type: none"> <li>• Experience of working within a primary or secondary school / classroom setting</li> <li>• Experience of working with young people</li> <li>• Experience of supporting pupils with SEND</li> <li>• Experience of working as part of a team</li> <li>• Experience of using IT Office 365/email</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Information Management Systems and computerised systems in a workshop / administrative environment</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</li> <li>• Ability to relate well to children</li> <li>• Good communication skills</li> <li>• Time management skills</li> <li>• Organisational skills</li> <li>• Knowledge of classroom roles and responsibilities</li> <li>• Knowledge of the concept of confidentiality</li> <li>• Ability to supervise and assist pupils</li> <li>• Ability to work successfully as a team member establishing effective relationships and flexible working practices</li> <li>• Ability to work under pressure in a constantly changing and demanding environment</li> </ul>	
Professional Characteristics	<ul style="list-style-type: none"> <li>• Highly organised and dedicated</li> <li>• High level of professional standards and expectations of self and others</li> <li>• High level of personal motivation and the ability to inspire, lead and motivate others</li> <li>• Strong communication, interpersonal and independent initiative</li> <li>• Ability to both follow direction and work under own initiative</li> <li>• Be willing to learn and update skills, knowledge and training</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Commitment to Continued Professional Development / attending training and courses relevant to the post</li> <li>• Highly motivated</li> <li>• Respond well to a challenge</li> <li>• Maintain high professional standards</li> <li>• Excellent communication skills</li> <li>• Commitment to ensure that all children in your care are safe from harm / knowledge of safeguarding issues</li> <li>• Commitment to health and safety</li> <li>• Commitment to regular attendance at work</li> <li>• Commitment to equality, diversity and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to become a first aider</li> </ul>