Support Assistant Job Specification

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| Attributes | Essential | Desirable | How identified |
| Qualifications | Good basic education to GCSE level (A-C) in  English and Maths or the equivalent | Experience of relevant qualification in Childcare and/or Education  Basic Skills qualification Level 2 or Level 3 NVQ in Care or similar  Specialist training – disability and/or learning difficulties | Application form  Interview  References |
| Skills and abilities | Have past or current experience as a Support Assistant  Assist children on an individual basis, in small group and whole class work  Explain tasks simply and clearly and foster independence within the children  Supervise children and adhere to defined behaviour management policies  Describe, in simple terms, the process of behaviour management with children  Accept and respond to direction form the class teacher and senior leadership team  Suggest alternative ways of helping children if they are unable to understand  Monitor, record and make basic assessments about individual progress  Work with guidance, but under limited supervision  Liaise and communicate effectively with others  Demonstrate good organisational skills  Ability to observe and monitor progress and maintain records  Ability to reflect on and develop professional practice  Display work effectively and make and maintain basic teaching resources. | Identify gaps in own experience and be proactive in fulling them  Demonstrate the ability to learn and adapt from past experience | Application form  Interview  References |
| Personal Qualities | Good communication skills.  Be personable, friendly and positive at all times  Calm, patient and a good sense of humour  Team Player  Flexible attitude  Enthusiastic and determined  Able to work under pressure |  | Application form  Interview  References |
| Professional Development | Demonstrable commitment to own continued professional development. | Commitment to contribute to the continued professional development of others. | Application form  Interview  References |
| Ethos | Commitment to promoting the safety and well-being of children and young people.  Commitment to uphold and support the Christian ethos of the school. | Commitment to contribute to enrichment activities across the  school. | Application form  Interview |