Support Assistant Job Specification

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| Attributes | Essential  | Desirable | How identified |
| Qualifications | Good basic education to GCSE level (A-C) inEnglish and Maths or the equivalent | Experience of relevant qualification in Childcare and/or EducationBasic Skills qualification Level 2 or Level 3 NVQ in Care or similarSpecialist training – disability and/or learning difficulties | Application form InterviewReferences |
| Skills and abilities  | Have past or current experience as a Support AssistantAssist children on an individual basis, in small group and whole class workExplain tasks simply and clearly and foster independence within the childrenSupervise children and adhere to defined behaviour management policiesDescribe, in simple terms, the process of behaviour management with childrenAccept and respond to direction form the class teacher and senior leadership team Suggest alternative ways of helping children if they are unable to understandMonitor, record and make basic assessments about individual progressWork with guidance, but under limited supervisionLiaise and communicate effectively with othersDemonstrate good organisational skillsAbility to observe and monitor progress and maintain recordsAbility to reflect on and develop professional practiceDisplay work effectively and make and maintain basic teaching resources. | Identify gaps in own experience and be proactive in fulling themDemonstrate the ability to learn and adapt from past experience | Application form InterviewReferences |
| Personal Qualities | Good communication skills.Be personable, friendly and positive at all timesCalm, patient and a good sense of humourTeam PlayerFlexible attitudeEnthusiastic and determinedAble to work under pressure |  | Application form InterviewReferences |
| Professional Development | Demonstrable commitment to own continued professional development. | Commitment to contribute to the continued professional development of others. | Application form InterviewReferences |
| 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 theschool. | Application form Interview |