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  |  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.Accept and respond to authority and supervision.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. | Monitor, record and make basic assessments about individual progress.Suggest alternative ways of helping children if they are unable to understand.Describe, in simple terms, the process of behaviour management with children.Identify gaps in own experience and be proactive in fulling them.Demonstrate the ability to learn and adapt from past experience.Have past or current experience as a classroom Support Assistant or 1:1 support assistant. | Application form InterviewReferences |
| Personal Qualities | Good communication skills.Calm, patient and a good sense of humour.Team Player.Flexible attitude.Enthusiastic and determined.Able to work under pressure. | Experience of working collaboratively to overcome barriers.Is able to give examples of when they have been a team player in their current role.  | Application form InterviewReferences |
| Professional Development | Demonstrate 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 ofchildren and young people.Commitment to uphold and support the Christian ethos of the school.Act as a role model for pupils and staff by committing to the ethos of the school.  | Commitment to contribute to enrichment activities across theschool. Commitment to become a valued part of our school family. | Application form InterviewReferences |