

**Simonside Primary School**  
**Person Specification – Support Assistant N3**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

1	Experience of supporting children in a learning environment
2	Knowledge of national curriculum
3	Experience of effective classroom organisation
4	Level 2 qualification for Teaching Assistants or equivalent
5	Experience of supporting children with SEND/ BESD

**Desirable**

6	Experience of advancing progress of pupils of relevant age within a learning environment
7	Experience of carrying out educational interventions with individuals or groups of children
8	First Aid Training
9	Willingness to support in Breakfast Club

**Part B: Assessment Stage**

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

1	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils
2	Able to consistently and effectively implement agreed behaviour management strategies
3	Able to use language and other communication skills that children can understand and relate to
4	Experience of using ICT to support pupils in the classroom
5	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to supervise groups of pupils
8	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills
9	Able to work effectively as part of a team
10	Committed to achieving further professional development
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

	<ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> <li>▪ able to work in partnership with other agencies</li> </ul>
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### **Desirable**

13	Knowledge of SEN Code of Practice
14	Knowledge of Makaton
15	Experience of delivering different intervention programmes to groups of pupils.

The following methods of assessment will be used:

<b>Method</b>		<b>Method</b>	
Interview	Yes	Presentation	No
Observation of small group activity.	Yes	Structured discussion with pupils	No

### **Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)