**Person Specification**

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| **Personal Attributes required on the basis of the job description** | **Essential (E) or Desirable (D)** | **To be identified by:**  **Application form (AF), interview (I), Reference (R)** |
| **Qualifications**   * NVQ level 2 or above qualification (or equivalent) | E | AF/I/R |
| **Experience**   * Experience of working with children * Experience of working in a relevant classroom environment * Experience of Administrative work * Experience of supporting pupils with challenging behaviour | E  E  D  D | AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| **Knowledge/skills/abilities**   * Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard * Ability to relate well to students * To work as part of a team * Good communication skills * Ability to supervise and assist pupils * Excellent time management skills * Excellent organisational skills * Knowledge of classroom roles and responsibilities * Understand the concept of confidentiality * First Aid Certificate * Good administrative skills * Knowledge of strategies used in supporting students * Ability to use ICT equipment * Ability to assess children’s development * Ability to plan and deliver work programmes | E  E  E  E  E  E  E  E  D  E  D  D  E  E  E | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| **Other**   * Commitment to undertake in-service development * Commitment to safeguarding and protecting the welfare of children * Satisfactory attendance record | E  E  E | AF/I/R  AF/I/R  AF/I/R |