

Person Specification Support Assistant

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of Humanities
Grade	Grade 4 (£17,017 - £19,939 per annum)
Hours	37 hours per week, term time only plus one week (39 weeks)
Location	Based at Barr's Hill School

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths and at Grade C or above or equivalent Educated to Advanced Level / NVQ Level 3 or equivalent 	<ul style="list-style-type: none"> A level 4 qualification of specific relevance to role 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure Good observation and listening skills Able to build positive professional working relationships with colleagues, students, parents and carers Able to assess situations and work creatively to solve problems Able to adapt and modify resources and information to make them accessible Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals, parents and carers 		Application Form Interview Written Test

Skills and Abilities continued	<ul style="list-style-type: none"> • IT literate including Microsoft word, excel and outlook • Able to be proactive, pre-empting Teacher and student needs • Able to understand curriculum content and make it accessible to students. • Able to implement action plans for individual and groups of students. • Able to support with the implementation of the school's Behaviour Policy • Able to work as an effective team member and work on own initiative • Able to interpret and use data • Able to maintain confidentiality and data security • Able to consistently produce high quality work • Able to deal with situations calmly and efficiently, with tact and sensitivity where required • Able to follow the school's safeguarding policies and recognise when to report concerns. 		Application Form Interview Written Test
Experience	<ul style="list-style-type: none"> • A minimum of 1 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Problem solving 	<ul style="list-style-type: none"> • Working with or supporting visually impaired adults or students • Working to support classes in a secondary school environment 	Application Form Interview

Experience	<ul style="list-style-type: none"> Building successful professional working relationships 		Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> Of the needs of a Teacher with a visual impairment Knowledge of the different ways students learn. Understanding of the needs and characteristics of young people. Understanding of the roles played by various adults in the education of young people. 	<ul style="list-style-type: none"> Basic knowledge of the nature of work undertaken by a secondary school. Child protection and safeguarding 	Application Form Interview
Other requirements	<ul style="list-style-type: none"> A professional role model who is committed to their own professional development and to developing others. Committed to and able to promote the aims of the school and the values of The Trust: Learners First, It's about Learning, No Barriers. Able to work calmly under pressure and withstand stress. Able to work flexibly, and to attend meetings and INSET days as required. 		Application Form Interview

Person specification reviewed by: Chris Jupp, Headteacher

Date: March 2021