



ST BENET BISCOP  
CATHOLIC ACADEMY

## Person Specification for a Support Assistant Level 4

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Knowledge and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Good academic standard of general education to GCSE/A Level standard/NVQ 2 or equivalent or proven work experience at these levels</li><li>• Excellent numeracy and literacy skills including Level 2 English and Maths or equivalent</li><li>• Participated in training related to various national strategies e.g. literacy and numeracy</li></ul>	<ul style="list-style-type: none"><li>• Achieving the national standards for HLTAs and completion of a nationally recognised HLTA qualification within one year of employment in role</li><li>• NVQ 2 or NVQ 3 for teaching assistants or equivalent qualifications (NNEB)</li><li>• First Aid Certificate or equivalent</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Working with children of the relevant age</li><li>• Working with children with additional needs</li><li>• Basic clerical skills</li><li>• Supervising small groups of children</li><li>• Experience of making contact and dealing with parents/carers of students</li><li>• Experience of planning effective actions for pupils at risk of underachieving</li></ul>	<ul style="list-style-type: none"><li>• Experience of making contact and dealing with external agencies</li><li>• Worked as an HLTA</li></ul>



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### Skills and Competencies

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Able to manage challenging behaviour and implement appropriate boundaries</li><li>• Confident to cover whole classes where work has been set and teachers are not available</li><li>• Effective ICT skills and experience of using ICT in a learning environment</li><li>• Ability to use other types of learning technology</li><li>• Understanding of codes of practice and recent relevant education</li><li>• Good understanding of the principles of child development and the learning process</li><li>• Able to work as a member of a team, understanding their role in the classroom and associated responsibilities</li></ul>	<ul style="list-style-type: none"><li>• NVQ 2 ICT Qualification</li><li>• Experience of leading or supervising a team</li></ul>

### Physical, mental and emotional demands

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Prolonged periods of concentrated sensory attention required and the ability to work to deadlines with interruptions or conflicting demands on the post holder</li><li>• The job involves direct personal contact with people whose personal circumstances or behaviour often places emotional demands on the post holder</li><li>• There will be some degree of manual handling duties required and physical exertion supporting some pupils</li><li>• Administer medication when the need arises</li><li>• Willingness to participate in training and development</li></ul>	