**Caterham High School**

**PERSON SPECIFICATION**

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| **Post Title** | Special Support Assistant | **Grade** | LBR3 |
| **Department** | **SEN** | **Date of Person Specification** | **October 2013** |

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| **Attributes** | **Minimum Criteria** | **Method of Assessment** | **Desirable Criteria** | **Method of Assessment** |
| **Experience** | * Previous experience of working with children/teenagers | Interview  Application |  | Interview  Application |
| **Education, Training**  **And Qualifications** | Educated to GCSE Grade C in English and Maths.  A Levels | Interview  Application |  |  |
| **Relationships** | * An ability to empathise * Flexible * Diplomatic * Able to use initiative | Interview  Application |  |  |
| **Equalities and Diversity** | A strong interest in working with children with special needs | Interview  Application |  |  |

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| **Skills** | * ICT Competent * Clear diction and varied intonation * Good organisational skills * Good timekeeping | Interview  Application |  |  |
| **Management, e.g.**  **People, Finance and Skills** | * Good communicator * An ability to work well and co-operatively with people | interview  Application | Previous experience of managing / supervising people  Previous experience of monitoring a budget | interview  Application |
| **Any additional factors** | * Open minded and willing to learn * - Willing to undertake further training and   development as necessary | interview  Application |  | Interview  Application |