**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
 | InterviewApplication |  | InterviewApplication |
| **Education, Training****And Qualifications** | Educated to GCSE Grade C in English and Maths.A Levels  | InterviewApplication |  |  |
| **Relationships** | * An ability to empathise
* Flexible
* Diplomatic
* Able to use initiative
 | InterviewApplication |  |  |
| **Equalities and Diversity** | A strong interest in working with children with special needs | InterviewApplication |  |  |

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