

## Personal Specification

**Academy :** Leeds City Academy  
**Job Title:** Student Support Worker

**E = Essential**  
**D = Desirable**

**Measured by:**

- A. Application**
- B. Test / Exercise**
- C. Interview**
- D. References**

### Education and Qualifications

<b>E</b>	GCSE level of education C or equivalent (to include English and maths)	A
<b>D</b>	Relevant qualification or experience in teaching English as an additional language	A
<b>E</b>	A good level of appropriate ICT skills	A

### Relevant Experience

<b>E</b>	Experience of supporting young learners in an organisational setting	A
<b>D</b>	Experience of working with pupils within an agreed behaviour management policy	A D
<b>D</b>	Clear understanding of the Key stage 3 and 4 national curriculum	A
<b>E</b>	Work constructively as part of a team	A C

### Knowledge and Skills

<b>E</b>	Ability to relate well to children and adults	A C D
<b>E</b>	Good written and spoken communication skills	A
<b>E</b>	Good organisational skills	A
<b>D</b>	Understanding of how data is used at KS3 and KS4	A B C
<b>E</b>	An understanding of individual learning styles	A C
<b>E</b>	Ability to identify potential barriers to learning and engage in strategies to overcome these barriers	A C
<b>E</b>	Ability to maintain student records and feedback to relevant staff	A C
<b>E</b>	Ability to maintain student records and feedback to relevant staff	A
<b>E</b>	Ability to employ a range of coaching skills including group work	A
<b>E</b>	knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A D
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A D
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	A D

### Additional

<b>D</b>	Able to attend meetings outside of normal school hours	C
<b>E</b>	Able to work effectively with teaching staff to support their role	C D
<b>E</b>	Commitment to continuing professional development	C
<b>E</b>	All appointments are subject to an enhanced CRB Disclosure	A