| **Post: Student Support Assistant** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  GCSE English and Maths  Desirable  Level 3 qualifications | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding of:   * Ability to relate well to children and adults * Good communication skills:   a) Numeracy  b) Literacy  c) Oral   * Basic ICT skills to support the learning of pupils * Ability to form and maintain appropriate relationships and personal boundaries with children and young people   Experience:   * Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare * Experience of undertaking a range of clerical duties | Application and Interview |
| **Professional Abilities:** | All Essential  Ability to communicate effectively to a variety of audiences  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Flexibility  Resilience  Commitment to making a difference  Excellent inter-personal skills | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.