| **Post: Student Support Assistant**  |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialGCSE English and MathsDesirableLevel 3 qualifications | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding 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 EssentialAbility to communicate effectively to a variety of audiencesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionFlexibilityResilienceCommitment to making a differenceExcellent 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.