

Classroom Support Assistant Person Specification

Job Title: CLASSROOM SUPPORT ASSISTANT

Job Vacancy No:

Service:

Knowledge

Essential Desirable

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|---|---|--|
| 1 Knowledge of general health, safety and welfare. | ✓ | |
| 2 General knowledge of child development/ education. | ✓ | |
| 3 An awareness of actions or situations that might be considered as 'discrimination' and an understanding of how these can be prevented. | ✓ | |

Skills and Abilities

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|---|---|---|
| 1 Ability to attend work punctually and reliably. | ✓ | |
| 2 Ability to supervise and support students in classrooms and off site and be able to use appropriate physical interventions effectively with the appropriate training. | ✓ | |
| 3 Ability to effectively plan learning activities, including use of other support staff and to teach individuals and groups of students for short periods of time (not a requirement at TSA entry level). | | ✓ |
| 4 Ability to demonstrate good organisational skills. | | ✓ |
| 5 Ability to build and maintain good relationships with students in order to motivate and encourage appropriately. | ✓ | |
| 6 Ability to establish and maintain positive relationships with work colleagues and external contacts. | ✓ | |
| 7 Ability to work flexibly in relation to tasks undertaken and groups/students allocated. | ✓ | |
| 8 Ability to work effectively both under guidance and independently using initiative. | ✓ | |

Policy Document No: Per 1.1.2

	<u>Essential</u>	<u>Desirable</u>
9 Ability to demonstrate good communication skills including ability to clarify and explain instructions clearly.	✓	
10 Ability and willingness to attend required training and to apply knowledge and skills in a practical learning setting.	✓	
11 Ability to produce legible, accurate and prompt written reports/records.	✓	

Qualifications

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|---|--|---|
| 1 GCSE Level Maths and English (or equivalent). | | ✓ |
| 2 Current car driving licence (where minibus driving required). | | ✓ |

Experience

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|--|---|
| 1 Experience of working effectively as part of a team. | ✓ |
| 2 Experience of successful relevant learning support work. | ✓ |
| 3 Experience of relating positively to children/young people. | ✓ |

Person Specification prepared by HR Department

Date: 19 November 2020