

GENERIC PERSON SPECIFICATION

POST: SPECIAL SCHOOL ASSISTANT (HIGHER LEVEL) – GRADE 7			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
An excellent understanding and several years' previous experience of working with/ guiding the learning of children with complex needs, within a school setting	To take a lead role in learning activities for children with a variety of complex needs, as set and supported by the class teacher	Essential	5
Administrative skills and experience	To help ensure accurate record keeping, monitoring and data collection in respect of pupils' attendance and attainment	Now	4
GCSE Grade C (or equivalent) in English and Maths	To demonstrate a satisfactory level of numeracy and literacy to assist children's learning	Now	5
Qualification to Level 3 NVQ (or equivalent) in a relevant discipline	To provide the theoretical framework and context for responsibilities and duties of a SSA	Now	5
<u>MENTAL SKILLS</u>			
Ability to observe, monitor and analyse learning and learning outcomes in a practical context	To support the review of pupil performance and attainment through observation, monitoring and feedback to the class teacher.	Now	4
Creative ability	To create learning materials, displays and pupil resources that support classroom activities	Desirable	3

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Planning ability	To take a leading role in the planning and preparation of a particular area of the curriculum	With training	3
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, through good written and oral communication skills	To support class room based learning for pupils with complex needs To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)	Now	5
Ability to maintain children’s interest and motivation for learning and to maintain discipline	To work with individuals and groups of children; encourage good behaviour; and deal with any problems arising from breaches of the school’s disciplinary rules	Ability now; support given	4
Ability to work well as a member of a team	To support colleagues and maintain effective working relationships	Now	5
<u>PHYSICAL SKILLS</u>			
Ability to make and use a variety of resources	To support the classroom learning and assist children with creative work	Desirable; not essential	2

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<u>INITIATIVE & INDEPENDENCE</u>			
To use own judgement and initiative	To work alone with individuals, groups and classes of children and to deal with unexpected/unusual situations or problems	Ability now	4
<u>PHYSICAL DEMANDS</u>			
Reasonable level of physical fitness	To be able to lift, carry and move and restrain children when appropriate (in accordance with school policies and if trained in manual handling techniques)	With training	3
<u>MENTAL DEMANDS</u>			
Awareness of needs/demands of children with complex needs how they act/react	To react to children's needs and demands and to ensure their safety and welfare	Awareness now	4
Ability to deal with interruptions and unexpected peaks in workload	To cope with situations where several children require attention at the same time	Ability now	4
<u>EMOTIONAL DEMANDS</u>			
Ability to work with, support, understand and empathise with children who have a range of special needs	To work with individuals, groups and classes of children with specific learning/physical/behavioural needs	Essential now.	5
<u>RESPONSIBILITY FOR PEOPLE</u>			

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Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information	Good understanding now – training given in specific school procedures	5
<u>SUPERVISION</u> Supervisory/training skills/experience	To train volunteers and students	Desirable, not essential	2
<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>PHYSICAL RESOURCES</u>	Some responsibility for collation of resources and safe and secure storage of materials		