

Recruitment person specification

Post being recruited for: Pupil Support Assistant

Our Behaviours

These apply to all posts

Respect

We're inclusive; we promote equality; we treat people with fairness, understanding and kindness; and we consider others in all our decisions and actions.

Integrity

We're open and honest; we take responsibility; we build trust; and we pull together to do what's right of our residents, colleagues and city.

Flexibility

We're open-minded; we keep it simple; we adapt to provide great service and find better ways of doing things; and we embrace opportunities for shared working and learning.

Managers

1. Specify what the essential requirements are for your vacancy in the Job Specific Requirements section of the recruitment person specification. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Positive relationships with children and young people.
Working as part of a team.
Working flexibility.
Taking instruction and contributing own ideas

Worked with and/or supported children in a school or community setting.
Experience of working with members of the public.

Knowledge, skills and understanding	<p>Knowledge and understanding of the development needs of children and young people</p> <p>Knowledge of the United Nations Convention on the Rights of the Child (UNCRC) as applied in an educational setting.</p> <p>Ability to demonstrate tact, patience, empathy and good verbal and written communication skills.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to use own initiative and problem solving skills.</p> <p>Basic IT skills.</p>	<p>An appreciation of the range of additional support needs that children and young people may have eg. Communication, physical, social, emotional and behavioural.</p>
Qualifications and training	<p>English and Maths to Nat 5 or equivalent, or previous relevant experience plus a Child Protection Level 2 qualification</p> <p>Commitment to completing relevant professional learning as agreed with Line Manager.</p>	<p>Qualification or previous training in childhood practice or Education Support Assistance.</p> <p>Previous training in additional support needs e.g. neurodivergence, trauma informed practice.</p>
Job specific requirements	<p>N/A</p>	<p>N/A</p>