**Northern Education Trust**

Pupil Support Assistant

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
| 2. | Willingness to obtain and / or enhance qualifications and training for development in the post | E | ✓ |  |
| 3. | Training on safeguarding | D | ✓ |  |
| 4. | Evidence of relevant continuous professional development and training | D | ✓ |  |
| **EXPERIENCE** | | | | |
| 5. | Experience of working with children and young people | D | ✓ | ✓ |
| 6. | Experience of accuate record keeping and report writing | E | ✓ | ✓ |
| 7. | Experience of working in the education system and in multi-agency settings | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 8. | Excellent communication and listening skills | E | ✓ | ✓ |
| 9. | Excellent organisational skills and time management skills. | E | ✓ | ✓ |
| 10 | Knowledge of different approaches to working with children who are struggling to manage their behaviour (including working with parents). | E | ✓ | ✓ |
| 11. | The ability to operate with absolute discretion and confidentiality at all times. | E | ✓ | ✓ |
| 12. | Ability to undertake assessments and write reports to a high standard | D | ✓ | ✓ |
| 13. | Knowledge of the legislative framework that underpins the work of supporting families and schools, including SEND, attendance and behaviour | D | ✓ | ✓ |
| 14. | Knowledge of safeguarding principles and legislation | E | ✓ | ✓ |
| 15. | Ability to build effective working relationships with parents, external agencies, children and colleagues at all levels. | E | ✓ | ✓ |
| 16. | Ability to work individually or as part of a team | E | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 17. | A strong commitment to the Trust values and ethos. | E | ✓ | ✓ |
| 18. | Commitment to support the Trust’s policy for safeguarding and equality and diversity. | E | ✓ | ✓ |
| 19. | A flexible approach and a strong work ethic. | E | ✓ | ✓ |

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.