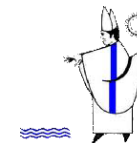




St. Paulinus Catholic Primary Academy

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



PERSONNEL SPECIFICATION **EDUCATIONAL SUPPORT ASSISTANT**

Attributes	Essential	Desirable	How Identified
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with children / young people. • Experience of encouraging the development of relationships between children / young people. • Experience of working with children with SEND and additional needs, 	<ul style="list-style-type: none"> • An understanding of children with Autism or other learning needs • Experience of working with children who need extra support with their behaviour from time to time • Experience of working in a School 	Application form Interview / References
Qualifications	<ul style="list-style-type: none"> • Basic Health & Safety Awareness • Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job • Qualifications linked to working with children and/or working with children with additional needs 	<ul style="list-style-type: none"> • Willingness to attend appropriate training courses to fulfil the functions of the job • First Aid Qualification • Qualifications in working with children with Autism 	Application form Interview / References
Special Skills and Attributes	<ul style="list-style-type: none"> • The ability to relate to children / young people from diverse ethnic / social backgrounds • Verbal communication skills in order to liaise with children / young people and off staff members • The ability to react in a positive manner to difficult situations which may arise amongst children / young people • Ability to keep problems in perspective and be patient • Able to read and understand simple verbal and written instructions • Ability to work with children / young people exhibiting behaviour difficulties, which could include throwing or hitting out 	<ul style="list-style-type: none"> • Aware of Health & Safety issues • Knowledge of child protection issues and procedures 	Application form Interview / References
Social Skills	<ul style="list-style-type: none"> • Flexible approach to work • Awareness of the importance for confidentiality • Ability to work with a variety of different people • Courteous and polite • Ability to professionally liaise with outside agencies, and parents • Resilience is a key personal skill needed for this role 	<ul style="list-style-type: none"> • Previous experience of dealing with a range of people and behaviours • Sense of humour 	Application form Interview / References
Motivation	<ul style="list-style-type: none"> • Enthusiasm and energy to work as part of a team • Committed to providing a high quality service 	<ul style="list-style-type: none"> • 	Application form Interview / References



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Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none"> Ability to confidently support your allocated 1:1 child from the outset 		
Physical Characteristics	<ul style="list-style-type: none"> Good attendance record and be in good physical health Flexible approach Can work as a team but also independently Project professional image for the school Resilient and committed to improving the lives of our young people 	<ul style="list-style-type: none"> 	Application form Interview / References
Disclosure of Criminal Record (DBS)	<ul style="list-style-type: none"> Clear enhanced DBS 	<ul style="list-style-type: none"> 	Application form Interview / References

