

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: Student Support Assistant



	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English - Commitment to training / health and safety legislation - Willingness to undertake First Aid Training	- Further professional qualifications - Evidence of related training - First Aid qualification	A/Q A/Q I
Knowledge and Experience	- Experience of working with children/young people - Full working knowledge of relevant policies/codes of practice - Committed to safeguarding and promoting the welfare of children and young people - Developing and maintaining positive working relationships with a range of students in order to provide guidance and support - A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process - Experience of dealing with behaviour issues in an academic environment - Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner - Experience of school monitoring systems and using this data to identify issues promptly and accurately - Experience of managing a busy workload whilst maintaining high standards	- Evidence of Safeguarding/ Child protection and the Data Protection Act - Experience of recognising early signs of disengagement - Knowledge of the academic and pastoral ethos of a school environment - Experience of work in a school environment or educational establishment	A/I
Skills and Ability	- Ability to work in a challenging environment - Ability to produce accurate work to tight deadlines - Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate - Ability to establish and maintain strong relationships with all stakeholders - Ability to work flexibly across departments to support colleagues in order to meet whole school requirements - An ability to react to organisational change quickly and positively	- Presentation skills - Knowledge of the School Management Information System (MIS)	A/I

