



PERSON SPECIFICATION

Qualifications and Training

- Educated to GCSE Level
- First Aid Trained or willingness to train

Experience

- Experience of working/volunteering with children under the age of 11 in an educational setting
- Experience of communicating with a wide range of people from different backgrounds
- Experience of record keeping

Knowledge and Understanding

- Understanding of the educational welfare and social needs of children
- Able to manage time and organize resources effectively
- Understanding of the issues around safeguarding and behaviour in a school setting
- Able to understand and implement the school's behaviour management policy
- Basic understanding of Health & Safety
- Able to understand and support the differences in children and adults and respond appropriately

Skills and Abilities

- An ability to develop positive relationships with children, valuing their diversity, in order to enhance their social development
- The ability to develop an understanding of the educational, welfare and social needs of pupils
- Proven basic written and oral communication skills
- The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team
- The ability to work effectively with other adults in the school
- The ability to remain calm in challenging situations and to ask for help when needed
- An ability to ensure the confidentiality of all school/pupil matters
- The ability to follow instructions

Commitment

- A commitment to uphold the school's vision, values and staff code of conduct
- A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required