

The Coppice Primary School
Shawhurst Lane
Wythall
B47 5JN



SPECIAL SUPPORT ASSISTANT LEVEL 1 PERSON SPECIFICATION

The Coppice Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Minimum Essential	Method of Assessment
Skills /Knowledge	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies (desirable)	Interview, References
Good understanding of child development and learning	Interview, References
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview, References
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview, References
Effective use of ICT to support learning	Application form, Interview
Has speaking and listening skills to extend language in discussion	Interview, References
Can manage the behaviour of pupils in accordance with the Behaviour Management Policy (The Coppice Way)	Application Form, Interview
Has a caring, positive attitude towards pupils' welfare	Interview
Has experience of working with children with specific learning or behavioural needs	Application Form, Interview

Can maintain trust and confidentiality where appropriate	Interview
Can assist the school in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain a pupil's records (if required)	Interview, References
Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject	Interview
Experience, qualifications, and training (if any)	
Grade 1 (or above) teaching support qualification	Application form
Experience of working with SEN children in the primary setting	Application Form / Interview
Training in relevant learning strategies e.g. maths / literacy	Application Form
First aid training as appropriate (optional)	Application Form
Very good literacy / numeracy skills	Application Form, Interview
Work-related circumstances	
Can allocate some contractual time to after-school staff meetings when appropriate (agreed in advance)	Application Form, Interview
Can attend training days as and when required (agreed in advance)	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Interview
Can work within School Policies to do with Equal Opportunities, Child Protection, Health & Safety and Behaviour	Application Form, Interview