

Person Specification – EDUCATIONAL SUPPORT ASSISTANT

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	- Educated to at least 'A' level standard - GCSE English grade B/5 or above or equivalent - Record of current SEN CPD training	- Degree - Qualification in Learning Support (e.g. C&G 7321) - GCSE Maths grade B/5 or above or equivalent	Application Form Pre-employment checks Interview Process
Experience/Knowledge	- Experience of supporting a young person(s) in an educational environment - Experience of supporting a young person(s) with learning difficulties and disabilities	- Experience of working in a Post 16 environment - Experience of scribing/note taking - Trained and experienced in exam invigilation	Application Form Interview Process
Skills/Qualities	- Commitment to ethos and mission of the college - Excellent record of attendance and punctuality - Caring and positive attitude - Ability to develop and maintain good relationships, particularly with young people and teaching staff - Ability to keep and maintain accurate written records - Ability to work independently - Excellent standard of written English	Commitment to professional development	Application Form Interview Process References
Other	- Suitable to work with children and vulnerable adults and to support effective safeguarding of all young people throughout the College. - Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc.		Application Form Interview Process