

# Person Specification

## Special Support Assistant

Cidari Multi Academy Trust  
Baines' Endowed Church of England Primary Academy  
Salary: NJC Pay Scale Grade C SCP 5-6  
Reporting to: Headteacher  
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Cidari Academies
Reviewed on:	24th April 2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

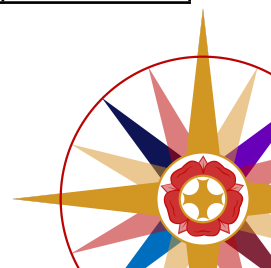
The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

### [A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	GCSE qualification or equivalent in English and Maths	E
A2	Willing to undertake professional development	E
A3	Teaching Assistant qualification at Level 2 or equivalent	D

### [B] Experience

		Essential/ Desirable
B1	Working with small groups in a school setting	E
B2	Working with primary aged children (4-11 year olds)	E
B3	Working with children who exhibit challenging behaviour	E
B4	Dealing with emotional situations where children may become distressed	D
B5	Delivering sensory and motor skill interventions	D
B6	Delivering speech and language programmes	D
B7	Experience of Play Therapy	D
B8	Experience of working with children who have specific difficulties such as ASD, Downs Syndrome and etc	E
B9	Experience of mentoring	D





## [C] Knowledge, Skills & Abilities

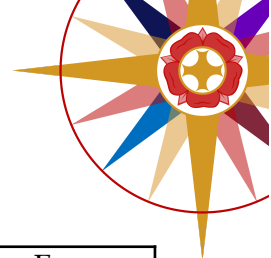
		Essential/ Desirable
C1	To have understanding of how to support children with Special Educational Needs	E
C2	The ability to learn and use a range of strategies to deal with classroom and	E
C3	Pupils' education development	E
C4	Effective teaching and learning strategies	E
C5	Strategies for behaviour management	E

## [D] Other / Personal Qualities

		Essential/ Desirable
D1	The ability to work effectively and collaboratively as part of a team and be a team player	E
D2	Ability to foster and maintain positive relationships with colleagues, professionals and families	E
D3	The ability to communicate effectively -both verbally and in writing and to use language and other communication skills that students can understand and relate to	E
D4	Good interpersonal skills with the ability to relate to and motivate others	E
D5	The ability to respond calmly and constructively when dealing with students with SEND	E
D6	Ability to manage time effectively and be punctual, reliable and trustworthy	E
D7	The ability to seek advice and assistance to meet students' needs	E
D8	Ability to provide engaging 1:1/1:2 support	E
D9	Ability and willingness to undertake personal care of children. (this may include intimate care in line with the Academy's Intimate Care Policy)	E
D10	Confident and able to challenge and accept challenge in a professional way	E
D11	A commitment to the development of the Christian character of the school, regardless of their own personal faith position	E

## [E] Safeguarding

		Essential/ Desirable
E1	Commitment to safeguarding and protecting the welfare of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E



E3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
E4	Will co-operate and work with relevant agencies to protect young people	E

### **[F] Confidential References**

F1	Positive reference from current employer or training provider confirming suitability to work with children	E
F2	Positive recommendation from referees	E

### **[G] Application Form and Supporting Statement**

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.