



LODE HEATH SCHOOL

Proud members of Arden Multi Academy Trust



PERSON SPECIFICATION

Post Title	Student Support Assistant	Salary	C8-14 FTE salary range: £26,824 – £29,540 Actual salary range: £22,893 – £25,324
Location	Lode Heath School		
Department	Student Support Team	Weeks	39 weeks (term time + INSET)
Responsible to	Student Support Leader Deputy Headteacher Headteacher	Hours	37 hours (full time)

	Essential Criteria	Desirable Criteria	Measured by
Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSEs to include English & Maths at Grade C (or equivalent) Good levels of competency in literacy & numeracy & ICT 	<ul style="list-style-type: none"> Evidence of Further Education such as A Levels First Aid qualification Other evidence of related training or interests 	Application/Qualifications
Experience	<ul style="list-style-type: none"> Experience of supporting individuals/ groups of children in a school setting Fast-paced work environment 	<ul style="list-style-type: none"> Previous similar experience 	Application/References/Interview
Knowledge	<ul style="list-style-type: none"> Understanding of how a variety of factors can influence behaviour Understanding of strategies which support young people manage their emotions or encourage them to make positive choices 	<ul style="list-style-type: none"> Keeping Children Safe in Education Strategies to support children 	Application/References/Interview
Skills	<ul style="list-style-type: none"> Accurate and fluent written & oral communication skills – in English Ability to adapt your communication style to effectively suit a range of audiences Ability to engage and motivate students Effective time management skills Ability to deploy behaviour management strategies effectively Interpersonal skills to work through difficult situations Effective IT skills: Microsoft Office packages 	<ul style="list-style-type: none"> Use of school software packages e.g. SIMS, CPOMs, Synergy An understanding of the challenges faced by children with recognised difficulties such as Autism, ADHD etc. 	Application/References/Interview
Other Requirements	<ul style="list-style-type: none"> Ability to remain calm under pressure and influence behaviour of students positively 		DBS check/Interview

	<ul style="list-style-type: none"> • Be enthusiastic and positive in the face of adversity and ensure personal integrity at all times • Commitment to inclusion • To undergo an enhanced DBS check • Ability and willingness to contribute to the wider school 		
--	--	--	--

Person Specification reviewed by: L Suddon

Date: December 2025