

Category	Essential Criteria	Desirable Criteria
Qualifications & Training	GCSE grade 4/C or above (or equivalent) in English and Mathematics. Willingness to undertake relevant training and professional development. Competent user of ICT, including Microsoft Office and Google Workspace applications.	Qualification in education, childcare, youth work or a related field. First Aid qualification or willingness to undertake training.
Experience	Experience of working with children or young people in an educational, community or similar setting. Experience of supervising groups and promoting positive behaviour. Experience of working effectively as part of a team.	Previous experience as a Cover Supervisor, Teaching Assistant, Learning Mentor or similar role. Experience supporting students with additional learning, behavioural or emotional needs. Experience maintaining records and using school-based management systems.
Knowledge & Understanding	Understanding of safeguarding and promoting the welfare of children and young people. Knowledge of effective behaviour management strategies. Understanding of inclusion, equality and diversity. Awareness of how to create and maintain a safe and positive learning environment.	Understanding of the secondary school curriculum and classroom practice. Knowledge of attendance, behaviour and pastoral support systems.

Skills & Abilities	Excellent communication and interpersonal skills. Ability to manage groups of students effectively. Ability to motivate and engage learners. Ability to work independently and use initiative. Good organisational and time-management skills. Ability to follow lesson plans and ensure students complete set work. Competent in Microsoft Office and Google Drive. Ability to maintain accurate records and provide effective feedback to teaching staff. Ability to remain calm and professional when dealing with challenging situations.	Ability to support students in developing independent learning skills. Confidence in supporting the use of technology in learning activities.
Personal Attributes	Reliable, punctual and dependable. Positive role model with high expectations of student behaviour and achievement. Flexible and adaptable approach to work. Ability to build productive and respectful relationships with students. Patient, approachable and resilient. Commitment to promoting inclusion and equal opportunities. Ability to maintain confidentiality and professional integrity. Commitment to the school's ethos and values.	Enthusiasm for contributing to wider school life, including clubs and student support activities. Willingness to support a range of school functions and departments as required.

Special Requirements	Commitment to safeguarding and child protection responsibilities. Satisfactory Enhanced DBS clearance and all relevant pre-employment checks. Ability to attend meetings, training and school events as required.	N/A
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