



Person Specification

JOB TITLE:	Support Assistant Level 4
DATE:	September 2026
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency	E	✓		✓	✓
2. Training in relevant learning strategies and specialist knowledge in a particular curriculum area.	E	✓		✓	
3. Level 3 Teaching Assistant qualification or another approved full and relevant qualification.	E	✓			✓
4. Understanding of classroom roles and responsibilities.	D	✓		✓	
5. Working knowledge of national or foundation stage curriculum and other relevant learning programmes/strategies.	D	✓		✓	
6. Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes.	D	✓		✓	
7. Awareness of relevant legislation relating to child protection.	D	✓		✓	
8. First aid training.	D	✓			✓
Experience					
9. Experience of advancing progress of pupils of relevant age within a learning environment.	E	✓		✓	

10. Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes for integrated working.	E	✓		✓	
11. Experience of administering, assessing and marking tests.	E		✓	✓	
12. Experience of integrated working.	D		✓	✓	
13. Experience of supervising classroom support staff.	D	✓		✓	
Skills and competencies					
14. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
15. Excellent ICT skills and the proven ability to use them effectively to support learning.	E		✓	✓	
16. Able to relate well to children and adults and in particular able to establish positive relationships with pupils.	E	✓	✓	✓	
17. Able to respond positively and effectively to unexpected problems and situations.	E	✓	✓	✓	
18. Able to work with minimal supervision.	E		✓	✓	
19. Able to work constructively as part of a team and with a flexible approach to work.	E	✓	✓		
Other					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	