

PERSON SPECIFICATION

Post Title	Pupil Support Assistant	Band	5	Job Evaluation Reference	G601(1)
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Educated to SCQF Level 4 or equivalent				√	
Nursery nurse/social care qualification					√
First Aid certificate					√
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Working with children or young people				√	
Understand the term Additional Support Needs				√	
Developmental stages of children and young people					√
Basic knowledge of child development					√
De-escalation, restorative and nurturing techniques within an education setting					√
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Communication				√	
Teamwork				√	
Handling confidential information				√	
4. PERSONALITY FACTORS				Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours					

Highly motivated/flexible and hard working	√	
Excellent interpersonal skills	√	
Ability to work as a team member	√	
Willingness to be involved in outdoor activities	√	
Willingness to engage in additional Professional Learning, Development and Training	√	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Satisfactory PVG	√	
Ability to travel and have access to a vehicle/transport		√
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.