



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Job Title: VI Form Support Assistant

Pay Scale: NJC Scale Point 6-8

Education and Qualifications

Essential Criteria	Desirable Criteria
GCSE (or equivalent) in English and Maths	Knowledge of SIMs would be an advantage
Excellent ICT skills, including Word and Excel.	First Aid qualification (or the willingness to undertake first aid training)

Experience and Knowledge

Essential Criteria	Desirable Criteria
Well organised with good time management skills	

Ability and Skills

Essential Criteria	Desirable Criteria
<p>Reliable in order to maintain the consistency of expectations and standards</p> <p>Confident and with communication skills in order to work effectively with subject teachers, parents and pupils</p> <p>The ability to identify work priorities and manage the given workload to meet deadlines</p> <p>The ability to establish positive working relationships with all pupils in the VI Form</p> <p>Able to work using own initiative, be pro-active, follow direct guidance from the Head of VI Form and work as a part of a team</p> <p>Good interpersonal skills with the ability to work with staff, parents and pupils as required</p> <p>Approachable and supportive in order to provide advice and guidance to pupils as required</p> <p>Must be suitable to work with children</p>	