



Sponne School

Person Specification



Behaviour Support Assistant	Essential	Desirable
Education and Qualifications		
Educated to GCSE Maths and English	√	
Experience		
Experience of working in a school/care environment with young people who may have social, emotional and/or behavioural difficulties.		√
Have a positive approach to IT to support learning	√	
Knowledge and Skills		
Excellent communication and time management skills and able to work on own initiative	√	
Able to demonstrate tolerance and understanding and be positive, open and professional with a caring nature.	√	
Be flexible and have the ability to organise your own time effectively.	√	
Be able to work independently and as part of a team.	√	
Be prepared to share knowledge and skills with other staff and encourage others to do the same	√	
Personal Attributes		
Passion to enthuse a desire for learning and a commitment to high standards	√	
Able to build effective, positive relationships with all stakeholders	√	
Be adaptable and able to cope with changes to routines at short notice.	√	
Understand and have the ability to carry out administrative duties including contribution to student files and reports.	√	
Actively contribute to the smooth running of the Provision as a member of the team	√	
Be positive, open and friendly with a good sense of humour	√	
Work in accordance with the Trust's values and behaviours	√	
Sound judgement and decision maker – confident in using own initiative	√	
Eligible to live and work in the UK	√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	√	
A commitment to continuing personal development and training	√	
A commitment to safeguarding and promoting welfare of children and young people	√	
Understanding of, and commitment to, the promotion of equal opportunities, policies and practice	√	