

Person Specification

Job Title: Education & Support Services Assistant	Salary:
Base: North Shields	Team: Education and Support Service
Contract: Fixed-term for 12 months, with the possibility of becoming permanent	Hours: Full time, 37.5 per week, worked Monday to Friday.
Working Pattern: Working hours are flexible and can be arranged with the Education & Support Service Manager. Flexi-time applies, and TOIL may be claimed for work undertaken outside the normal flexi-time bandwidth.	

Assessment method – A= application, I = Interview, T = test/presentation, R = references

Essential Criteria		Desirable Criteria	
Qualifications and Training			
<ul style="list-style-type: none"> Minimum of 5 GCSEs including English Language and Mathematics at grade C/4 or above (or equivalent qualification/experience) 	A	<ul style="list-style-type: none"> An appropriate professional qualification in teaching, youth work, social care, or support work (e.g., PGCE, HLTA) 	A
<ul style="list-style-type: none"> Evidence of relevant and continuing professional development 	A	<ul style="list-style-type: none"> SEN-related training or specialist development 	A
Knowledge and Experience			
<ul style="list-style-type: none"> Demonstrable experience of working directly with children and young people in education, care, youth work or a similar setting 	A/I	<ul style="list-style-type: none"> Experience of working directly with children in care 	A/I
<ul style="list-style-type: none"> Experience supporting children with social, emotional or behavioural needs 	A/I	<ul style="list-style-type: none"> Experience of supporting children and young people to develop their emotional regulation 	A/I
<ul style="list-style-type: none"> Experience delivering individual or group support sessions or activities 	A/I	<ul style="list-style-type: none"> Knowledge of local and national education or support services for children in care 	A/I
<ul style="list-style-type: none"> Experience working collaboratively with multi-agency professionals 	A/I/R	<ul style="list-style-type: none"> Knowledge of the SEND Code of Practice and other relevant legislation 	A/I
<ul style="list-style-type: none"> Understanding of the barriers to learning and wellbeing faced by vulnerable children and young people 	I		

<ul style="list-style-type: none"> Ability to promote participation and improve outcomes for children and young people 	A/I		
Skills			
<ul style="list-style-type: none"> Ability to relate well to young people and use a range of strategies to engage them and support their confidence and self-esteem 	A/I		
<ul style="list-style-type: none"> Good communication skills – oral, written and digital 	A/I		
<ul style="list-style-type: none"> Ability to use initiative successfully both independently and within a team 	A/I		
<ul style="list-style-type: none"> Ability to plan, deliver and review individual, activities and group support sessions 	A/I		
Safeguarding and promoting the welfare of Children and Young People			
<ul style="list-style-type: none"> An understanding of safeguarding issues, and the legislative safeguarding framework 	A/I		
<ul style="list-style-type: none"> Demonstrates an understanding of safeguarding issues 	A/I		
<ul style="list-style-type: none"> Understands the principles of confidentiality 	A/I		
<ul style="list-style-type: none"> Recognises the limits of own authority within the role 	A/I		
Working within professional boundaries			
<ul style="list-style-type: none"> Accepts responsibility and accountability for own work and can define the responsibilities of others 	I		
<ul style="list-style-type: none"> Ability to maintain clear professional boundaries when working with Children and Young People 	I		

Personal Qualities			
<ul style="list-style-type: none"> Treats people in a fair, respectful and non-judgemental way and promotes children and young people's equality, diversity and rights 	I	<ul style="list-style-type: none"> Knowledge of the not-for-profit or voluntary sector 	A/I
<ul style="list-style-type: none"> Committed to achieving the best outcomes for Children in Care and other young people supported by the service 	A/I		
<ul style="list-style-type: none"> Demonstrates understanding and commitment to Team Fostering's ethos, values and ethical standards 	A/I		
<ul style="list-style-type: none"> Commitment to continuous personal and professional development 	A		
Emotional awareness			
<ul style="list-style-type: none"> Demonstrates empathy for the concerns of others 	I		
<ul style="list-style-type: none"> Listens to and understands directly and indirectly expressed feelings 	I		
<ul style="list-style-type: none"> Shows respect for others feelings, views and circumstances 	I		
Self awareness			
<ul style="list-style-type: none"> Has a balanced and realistic understanding of self and others 	I		
<ul style="list-style-type: none"> Can demonstrate flexibility in approach and adapt to changing needs 	I		
<ul style="list-style-type: none"> Shows a realistic understanding of the challenges of working with Children in Care and other young people with complex needs 	I		
<ul style="list-style-type: none"> Self-sufficient and self-motivated, able to work independently and within a team, recognising when issues need to be escalated 	A/I		

<ul style="list-style-type: none"> • Demonstrates a commitment to continuous personal and professional development 	A		
Job circumstances			
<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service, including occasional evenings, weekends or school holiday periods 	A/I		
<ul style="list-style-type: none"> • Willingness and ability to travel across the North East region as required 	A/I		
<ul style="list-style-type: none"> • A minimum of one day per week office-based in North Tyneside, with remaining time worked from home or in the community according to service needs 	A/I		
<ul style="list-style-type: none"> • Post is subject to an Enhanced DBS check 	A		