



Person Specification			
<b>Post title</b>	Hospital & Home Tuition Support Assistant	<b>Grade</b>	F / SCP 12 - 17 / £27,711 - £30,060

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \*

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Experience in working with children and young people within educational settings and have knowledge of how the curriculum works	CV / SS
S2	Experience in working with children and young people who may have special educational needs and /or disability	CV / SS
S3	Ability to work across different age ranges and ability levels	CV / SS
S4	Ability to work creatively and on one’s own initiative as well as being a team player	CV / SS
S5	Have proficiency in use of general ICT particularly WORD/EXCEL and PowerPoint programmes	CV / SS
S6	Have knowledge of child development and learning processes	CV / SS
S7	Ability to contribute both verbally and in written form to planning, report writing, implementation of programmes and feedback as required	CV / SS
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV / SS
P2	Ability to support colleagues and engage in joint problem solving	CV / SS
P3	Outstanding organisational skills: ability to plan ahead, make priorities, manage workload, allocate time and cope with stress	CV / SS

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P4	Ability to work well with children and young people and adults	CV / SS
P5	Hold a full driving licence with the ability to travel between settings within the Borough and use of a car for work	CV / SS
<b>Communication</b>		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	CV / SS
C2	Excellent inter-personal skills including ability to communicate well orally and in writing	CV / SS
<b>Qualifications</b>		
Q1	5 x GCSE's grade A – C including English and mathematics or equivalent	CV / SS
Q2	NVQ level 3 for teaching assistants or equivalent qualification or experience	CV / SS

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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