

**1:1 Support Apprentice Level 2 Teaching and Learning  
ARC Services – Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English</li> <li>Commitment to training / health and safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>Vocational qualification, NVQ (or equivalent) in a relevant discipline</li> </ul>	Application form Interview Verification of qualifications
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> <li>Experience of working with young people in either a professional or voluntary capacity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of educational establishment policies and procedures in supporting teaching and learning</li> <li>Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails, faxes</li> <li>Be able to support teacher in a classroom environment including behaviour management</li> </ul>	Application form Interview
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>Organised approach to work in relation to professional standards and competencies</li> <li>ICT Literate (MS Office)</li> <li>Ability to produce written communications which are readily understood</li> <li>Good communication and numeracy skills</li> <li>Ability to research information from relevant sources and present clearly</li> <li>Flexible approach to changing work tasks</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work in a busy environment</li> <li>Ability to meet deadlines and work to a tight schedule</li> <li>Ability to manage own work effectively</li> <li>Safe working procedures i.e. manual handling</li> <li>Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate</li> <li>Ability to work flexibly across whole school to meet requirements</li> </ul>	Application form Interview
<b>Personal Qualities and Attitude</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people</li> <li>High level of emotional intelligence</li> <li>Friendly and outgoing</li> <li>Able and willing to establish good professional relationships</li> <li>Commitment to high standards</li> <li>Commitment to team work</li> <li>Willingness to learn</li> <li>On occasions to work evenings and weekends for special events</li> </ul>	<ul style="list-style-type: none"> <li>Sense of humour</li> </ul>	Interview
<b>Physical attributes</b>	<ul style="list-style-type: none"> <li>Good health and attendance</li> </ul>		