

Person Specification

Role	Emmaus Support Assistant- Access Arrangements	Last Reviewed	June 2024
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II2	Ability to take own initiative and prioritise own workload with little or no supervision	E	AF/SS
IC4	Excellent interpersonal skills	E	AF/SS
	Ability to work as part of a team and individually	E	AF
M3	Good ability to maintain concentrated sensory attention including listening and counselling for large periods of time	E	I
	Ability to relate to and inspire young people with vision impairment and other Special Educational Needs and/or disabilities (SEND)	D	I
	Knowledge & Skills		
K3	Ability to apply complex knowledge of procedures and systems and the operation of equipment to perform tasks	E	AF/SS
IC4	A proven track record of effective working with a variety of stakeholders	D	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	Technical		
AS3	Basic analytical skills and the ability to identify problems	E	AF/SS/I
	Experience		
RP1	Experience in handling or processing information with accuracy, security and confidentiality with normal levels of care	E	AF/SS
ED3	Experience of working in a position which regularly required you to manage information in relation to safeguarding issues	E	AF/SS

	An understanding of the diverse learning and social needs of young people particularly with SEND, taking into account their needs and bell-being	D	AF/SS/I
	Previous Learning Support Experience	D	AF/SS
	Qualifications		
	5 A*-C Grades GCSE including English and Math's	E	AF
	NVQ L2/L3	D	AF
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I