

# Person Specification

|             |                                 |                      |                |
|-------------|---------------------------------|----------------------|----------------|
| <b>Role</b> | <b>Emmaus Support Assistant</b> | <b>Last Reviewed</b> | September 2026 |
|-------------|---------------------------------|----------------------|----------------|

## 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 |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|
|     | <b>Personal Qualities</b>                                                                                                                                  |                       |              |
| II2 | Ability to take own initiative and prioritise own workload with little or no supervision                                                                   | E                     | AF/SS/I      |
| IC2 | Good interpersonal skills                                                                                                                                  | E                     | AF/SS        |
| AS1 | Ability to undertake simple tasks and follow instructions                                                                                                  | E                     | AF/SS        |
| MC2 | Good ability to maintain concentrated sensory attention including listening                                                                                | E                     | I            |
|     | Ability to work as part of a team and individually                                                                                                         | E                     | AF           |
|     | Ability to relate to and inspire young people with Special Educational Needs and/or disabilities (SEND)                                                    | E                     | AF/I         |
|     | <b>Knowledge &amp; Skills</b>                                                                                                                              |                       |              |
|     | Awareness of the inclusion of children and young people with SEND. Work with setting staff to improve the outcomes for children and young people with SEND | D                     | AF/SS        |
| IC2 | Ability to support pupils to read, write and spell                                                                                                         | E                     | AF/SS        |
| K3  | Good literacy and numeracy skills required                                                                                                                 | E                     | AF/SS        |
|     | <b>Technical</b>                                                                                                                                           |                       |              |

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|     |                                                                                                                                                         |   |         |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------|
|     | Ability to deliver a programme of work/training/strategies to support child/young person with Special Educational Needs and/or disabilities (SEND)      | D | AF/SS   |
|     | <b>Experience</b>                                                                                                                                       |   |         |
| 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 those with SEND, taking into account their needs and well-being. | D | AF/SS/I |
|     | Previous learning support experience with children/young people with SEND                                                                               | E | AF/SS   |
|     | <b>Qualifications</b>                                                                                                                                   |   |         |
|     | 5 A*-C Grades GCSE including English and Maths                                                                                                          | E | AF      |
|     | NVQ L2/L3                                                                                                                                               | D | AF      |
|     | HLTA                                                                                                                                                    | D | AF      |
|     | <b>Service</b>                                                                                                                                          |   |         |
|     | 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  |