

Person Specification – Learning Support Assistant

Please ensure your application includes examples of how you meet the essential criteria.

| No. | Area | Essential | Desirable |
|----------|--|-----------|-----------|
| 1 | Qualifications, Experience and Knowledge | | |
| 1.1 | To possess GCSE English and Mathematics at Grade A*- C or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent recent experience | ✓ | |
| 1.2 | Good numeracy and literacy skills. | ✓ | |
| 1.3 | Experience of working with relevant age groups within a learning environment. | ✓ | |
| 1.4 | Experience of general clerical/ administrative work. | | ✓ |
| 1.5 | Experience in a relevant discipline. | | ✓ |
| 1.6 | Willingness to undertake appointed person certificate in first aid. | | ✓ |
| 1.7 | Level 2 qualification in Teaching and Learning or equivalent recent experience | | ✓ |
| 2 | Abilities and Aptitudes | | |
| 2.1 | Ability to work well as part of a team. | ✓ | |
| 2.2 | An understanding of classroom roles and responsibilities. | ✓ | |
| 2.3 | Able to use basic ICT including computer, audio, video equipment and photocopier. | ✓ | |
| 3.4 | Good keyboard skills and knowledge of relevant ICT packages | ✓ | |
| 2.5 | Knowledge of relevant policies and codes of practice and awareness of relevant legislation. | ✓ | |
| 2.6 | Ability to relate well to children and to pupils with Special Educational Needs and Disabilities (SEND) who require additional support | ✓ | |
| 2.7 | Ability to relate well to adults. | ✓ | |
| 2.8 | Ability to observe, monitor and provide constructive feedback on pupil's progress. | ✓ | |
| 2.9 | Ability to successfully complete first aid training or any other training associated with the role as required. | ✓ | |
| 2.10 | To be responsible for promoting and safeguarding the welfare of children and young people within the school | ✓ | |
| 2.11 | Experience or working with and/or caring for children within an education setting. | | ✓ |
| 2.12 | Experience of working with children who have a special educational need. | | ✓ |
| 3 | Personal qualities and attributes | | |
| 3.1 | Empathy with young people facing barriers to their learning | ✓ | |
| 3.2 | Calmness and patience with young people | ✓ | |
| 3.3 | A commitment to helping young people achieve through education and learning | ✓ | |
| 3.4 | Personal resilience and a sense of humour | ✓ | |
| 3.5 | Flexibility and creativity in thinking and practical work | ✓ | |
| 3.6 | Effective oral and written communication skills. | ✓ | |

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| 4 | Other | | |
| 4.1 | Ability and willingness to identify own training needs and participate in training. | ✓ | |
| 4.2 | Committed to working within the school's policies and procedures and adhering to safe working practices. | ✓ | |
| 4.3 | Flexible in approach and able to meet the changing demands of the role. | ✓ | |
| 4.4 | Ability to attend meetings out of school hours | ✓ | |