

# Person Specification



This Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Learning Support Assistant	<b>Post No</b>	
<b>Salary Band/Range</b>	Band B		
<b>Responsible to:</b>	Headteacher		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Teaching and Learning level 3 or equivalent.</li> <li>Good Literacy and Numeracy (e.g. Grade C or equivalent in Maths and English).</li> </ul>	First Aid Training. Recent relevant CPD Training.	Certificates  CPD Record

<b>Skills &amp; Abilities</b>	Ability to use ICT effectively to support learning.		Application
	Effective interpersonal and communication skills.		Application Interview
	Work effectively as part of a team and make an effective contribution.		Application
	Ability to assess individual pupil's learning and support their next steps in learning.		Task Interview
	Skilled in positive behaviour management.		Interview
	Ability to manage and organise time and resources effectively.		Application
	Commitment to working within organisational procedures and processes in order to meet required standards for the role.		Application
	To provide personal care needs including intimate care and toileting.		Application

	Ability to self-evaluate learning needs and actively seek learning opportunities.		Application Interview
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<b>Experience &amp; Knowledge</b>	Experience of working with children on a one to one basis, in an educational setting or learning environment.	Experience of working with children with mixed and complex developmental needs	Application interview
	Experience of preparing, planning, delivering and evaluating lessons and work plans under the guidance of a teacher.		Task Interview
	Experience of working with children who have special educational needs.		Application
	Experience of recording and reporting on pupil achievement and progress.		Application Task
	Knowledge of relevant educational policies, legislation and guidance in relation to working with, and the protection of children.		Application Interview
	Knowledge of how young children acquire and develop receptive, expressive and social language skills.		Interview

<b>Core Qualities</b>	Personal effectiveness: makes things happen; operates with resilience, flexibility and integrity.		
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self-awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	A commitment to CPD and completing appropriate training relevant to the role.		CPD Record
	Excellent attendance record.		References

<b>Other Requirements</b>			
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<b>Compiled/Reviewed by</b>	
<b>Date</b>	May 2020