



## PERSON SPECIFICATION

**JOB TITLE: Learning Support Assistant**

<b>E</b>	<b>= ESSENTIAL</b>
<b>D</b>	<b>= DESIRABLE</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>
<b>E</b>	A range of experience working with children in a school
<b>E</b>	Clerical/Administrative Duties
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>
<b>E</b>	Policies and Practices of Schools and relevant legislation in particular Safeguarding and Child Protection
<b>E</b>	Good understanding of Child Development
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>
<b>E</b>	Planning, delivering and resourcing learning activities under the direction of the teacher
<b>E</b>	Differentiate delivery of learning activities
<b>E</b>	Monitoring/Assessing learning and providing feedback to the teacher accordingly
<b>E</b>	Accurate and timely record keeping
<b>E</b>	Good behaviour management: working within school policy
<b>E</b>	Team work, understanding roles and responsibilities and own position
<b>E</b>	Self-evaluate learning needs and actively seeking learning opportunities
<b>E</b>	Using a range of ICT to support learning as well as classroom administration
	<b>4. QUALIFICATIONS, TRAINING &amp; EXPERIENCE, also identify training to be given.</b>
<b>E</b>	NVQ Level 3 or equivalent
<b>D</b>	First Aid Certificate (1 day) or equivalent
<b>E</b>	National curriculum Training
<b>E</b>	English and Maths GCSE Grade C or above or equivalent
<b>D</b>	Paediatric First Aid / First Aid at Work (3 day course)
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>
<b>E</b>	Good relationship with pupils and parents/carers: acting as a role model
<b>E</b>	Positive relationships with colleagues throughout the school
<b>E</b>	Resourceful, positive attitude
<b>E</b>	Good Team Player
<b>E</b>	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc</b>