



**The King Edmund School**

A Business & Enterprise and Applied Learning Academy

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**Headteacher** Jonathan Osborn, BSc (Hons)

**PERSON SPECIFICATION**  
**Learning Support Assistant – Level 1**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful relevant experience of supporting children’s learning in a school/early years environment.  GCSE (or equivalent) Grade C or above Maths and English.  NVQ Level 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience)  Successful completion of induction programme.
	Literacy	Ability to read and write reports.
	Numeracy	Good numeracy skills.
	Technology	Effective use of ICT to support learning.
<b>Communication</b>	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate information and ability to listen effectively.
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Ability to negotiate effectively with adults and children.
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school’s behaviour management policy.
	SEN	Knowledge of literacy/numeracy strategies.
	Curriculum	A good understanding of the subject curriculum.
	Child Development	Understanding of principles of child development.  Ability to assess progress and performance.
	Health & Well being	Understand and support the physical and emotional wellbeing of students.

		Ability to understand and support students with learning difficulty and/or disability.
<b>Working with others</b>	Working with partners	Understand the roles and responsibilities of other adults working in the school.  Ability to establish rapport and respectful, trusting relationships with students, their families/carers and other adults.
	Relationships	Ability to work with a range of adults.
	Team work	Understand the roles and responsibilities of other adults working in the school
	Information	Know when, how and with whom to share information.  Ability to follow instructions accurately.
<b>Responsibilities</b>	Organisational skills	Good organisational skills.  Ability to remain calm under pressure.
	Line Management	Not Applicable
	Time Management	Ability to plan and manage own time effectively.
	Creativity	Demonstrate a creative approach to supporting learning and to resolve routine problems independently.
<b>General</b>	Policies/Code of Practice	Full working knowledge of relevant policies/codes of practice including school performance management policies.
	Equalities	Awareness of and commitment to equality.
	Health & Safety	Basic understanding of Health & Safety.
	Child Protection	Understand and support child protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.
	CPD	Demonstrate a clear commitment to develop and learn in the role.