



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
PERSON SPECIFICATION
Welfare/Learning Support Assistant

Category	Essential	Desirable
Application	<ul style="list-style-type: none">Fully completed application formSupportive reference/sSuitability to work with children	
Qualifications	<ul style="list-style-type: none">Grade C / Grade 5 GCSE English and Maths	<ul style="list-style-type: none">Grade C / Grade 5 GCSE (or equivalent) in 3 other subjects, including Science ideally.Level 1 Award in Preparing to Work in Schools / Level 2 Certificate in Supporting Teaching and Learning (or a similar qualification)SEND qualifications
Experience	<ul style="list-style-type: none">Experience of / interest in working with children/young people	<ul style="list-style-type: none">Experience of working in a school (or similar) environmentExperience of working within the caring professions
Professional Development	<ul style="list-style-type: none">Evidence of recent training	<ul style="list-style-type: none">Willingness to undertake relevant training
Skills	<ul style="list-style-type: none">Ability to keep appropriate recordsAbility to communicate effectively, both orally and in writing, in a variety of situationsGood organisation/ability to prioritise	
Special Knowledge	<ul style="list-style-type: none">Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Outlook etc.)	<ul style="list-style-type: none">Awareness of the National Curriculum / GCSE (or equivalent)Understanding of the needs and demands of young people
Personal Attributes	<ul style="list-style-type: none">Ability to demonstrate enthusiasm and sensitivity whilst working with othersCaring attitude towards students and parentsCopes well under pressure and uses humour to good effectAn understanding of the need to respect confidentiality at all times	<ul style="list-style-type: none">Flexibility and adaptability in order to be able to mix and work with a wide range of peopleEvidence of being able to build and sustain effective working relationships with staff and students