**Learning Support Assistant**

**Role Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications & Experience** | **Essential** | **Desirable** |
| * GCSE A - C (or equivalent) Maths and English
 | ✔ |  |
| * Good general standard of education
 |  | ✔ |
| * NVQ level 2 in learning support or other equivalent or equivalent qualification/experience. Studying for a degree with a view to future teacher training
 |  | ✔ |
| **Skills & Knowledge** | **Essential** | **Desirable** |
| * Successful recent experience working with secondary age children
 |  | ✔ |
| * Understanding of child protection procedures
 |  | ✔ |
| * Working knowledge of the education system
 |  | ✔ |
| * Understand procedures and legislation relating to confidentiality
 | ✔ |  |
| * Understand the importance of physical and emotional wellbeing
 | ✔ |  |
| * Ability to write basic reports
 | ✔ |  |
| * Ability to understand and support children with developmental difficulty or disability
 | ✔ |  |
| * Understanding of and ability to implement the school’s behaviour management policy
 | ✔ |  |
| * Ability to support the work of volunteers and other teaching assistants in the classroom
 | ✔ |  |
| * Ability to use clear language to communicate information unambiguously and listen effectively
 | ✔ |  |
| * Ability to communicate effectively with children and their families and carers and other adults and overcome communication barriers with children and adults
 | ✔ |  |
| * Good understanding of the school curriculum including knowledge of literacy/numeracy strategies
 |  | ✔ |
| * Know when, how and with whom to share information
 |  | ✔ |
| * ICT skills to support learning
 |  | ✔ |
| * Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
 | ✔ |  |
| * Basic understanding of Health & Safety
 |  | ✔ |
| **Personal** | **Essential** | **Desirable** |
| * Ability to resolve routine problems independently
 | ✔ |  |
| * Flexible and adaptable
 | ✔ |  |
| * Remain calm under pressure
 | ✔ |  |
| * Good organisational skills
 | ✔ |  |
| * Ability to use own initiative
 | ✔ |  |
| * Ability to work within a team
 | ✔ |  |
| * Reliable and trustworthy
 | ✔ |  |