**Learning Support Assistant**

**Role Specification**

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| **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 | ✔ |  |