

# Person Specification: Learning Support Assistant

| CRITERIA                             | QUALITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Qualifications and experience</b> | <ul style="list-style-type: none"> <li>➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (essential)</li> <li>➤ GCSEs at grades 9 to 4 (A* to C) including English and maths (essential)</li> <li>➤ Experience of working with children (desirable)</li> <li>➤ Experience of working within Early Years Foundation Stage (desirable)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Skills and knowledge</b>          | <ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills (essential)</li> <li>➤ Good organisational skills (essential)</li> <li>➤ Ability to build effective working relationships with pupils and adults (essential)</li> <li>➤ Skills and expertise in understanding the needs of all pupils (desirable)</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs (essential)</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils (essential)</li> <li>➤ Excellent verbal communication skills (essential)</li> <li>➤ Active listening skills (essential)</li> <li>➤ The ability to remain calm in stressful situations (essential)</li> <li>➤ Knowledge of guidance and requirements around safeguarding children (essential)</li> <li>➤ Good ICT skills, particularly using ICT to support learning (essential)</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context (desirable)</li> </ul> |
| <b>Personal qualities</b>            | <ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Notes:

This Person Specification may be amended at any time in consultation with the post holder.

**Headteacher/line manager's signature:**

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**Date:**

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**Post holder's signature:**

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**Date:**

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