



Job Title: Learning Support Assistant

The Endeavour Co-operative Academy

Part of the Keys Co-operative Academy Trust

Job Grade: LGS Scale 4 – Term Time Only

Person Specification

Experience

- Experience of working with children with special needs (D)
- Working effectively as part of a team (E)

Qualifications

- Good literacy and numeracy skills (E)
- Literacy and Numeracy qualifications (D)
- Good general standard of education (E)
- Training in literacy and numeracy strategies (D)
- Training/qualification in particular/specialised special needs area (D)

Skills / Knowledge

- Basic knowledge of first aid
- Knowledge of general aspects of child development
- Understanding of child protection policies and procedures
- Knowledge of relevant codes of practice and school policies
- Working knowledge of ICT to support learning
- To drive school minibus, if qualified

Aptitudes

- Work effectively as part of a team and contributes to group thinking, planning etc.
- Effective time management
- Build rapport with adults and children
- To be flexible

- Follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of pupils
- Creative approach to problem solving
- Ability to adapt quickly and effectively to changing circumstances/situations
- Work calmly under pressure
- Committed to personal and professional development
- Ability to critically evaluate own performance
- Awareness of, and commitment to, equalities issues
- Ability to record and assess pupil progress/performance, etc.
- To attend to physical needs of pupils, e.g. toileting

D = Desirable but not essential

E = Essential

Safeguarding

Keys Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Pre-Employment Checks appropriate to this Job Profile

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Role Requirement:

Working with children / vulnerable adults in a specified place or post.

Pre-Employment Check

Definition

Self Declaration (Spent and unspent convictions)

A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children

A Enhanced DBS (Disclosure & Barring Service) check will be sought by before a start date is agreed

ISA Registration – Regulated (Currently subject to Home Office review)

KCAT will administer the ISA Register check

References All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:

- At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer
- Reference history covering a minimum of five years employment
- A reference from the last employer where the post gave access to children or vulnerable adults Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up

Medical All new recruits and employees whose role changes significantly are required to complete a medical health questionnaire Eligibility / Right to work in the UK

Proof is required and original documentation will be sought i.e. passport or full birth certificate

Regulatory qualifications and professional registration (subject to role)

Original qualification certificates and proof of registration with a professional body are required (if applicable)