



**Maldon Primary School**  
 Wantz Chase, Maldon, Essex CM9 5DQ  
 Telephone (01621) 853409  
 Website: [www.maldon.essex.sch.uk](http://www.maldon.essex.sch.uk)  
 Email: [admin@maldon-tkat.org](mailto:admin@maldon-tkat.org)  
 Headteacher - Mrs. Eileen Thorn



## Person Specification - Learning Support Assistant

		Essential	Desirable
<b>Expertise</b>	<ul style="list-style-type: none"> <li>Effective at communicating with primary aged children</li> <li>Effective at helping primary aged children learn</li> <li>Effective team player within a school setting</li> <li>Effective at identifying children's educational needs and responding to these needs</li> </ul>	✓  ✓  ✓  ✓	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills (Grade C GCSE equivalent or above)</li> <li>Good general standard of education</li> <li>Induction training for teaching assistants</li> <li>Successful completion of training in particular/specialised learning/Special Needs area</li> <li>NVQ Level 3 in learning</li> <li>Support/early years or equivalent qualification</li> <li>Training in literacy and numeracy strategies</li> </ul>	✓  ✓	  ✓  ✓ ✓ ✓ ✓
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding or self-motivation and aptitude to develop a good level of various categories of Special Educational Needs including Autistic Spectrum Disorder, Global Developmental Delay and Soto Syndrome</li> <li>Basic knowledge of first aid</li> </ul>	✓  ✓	

	<ul style="list-style-type: none"> <li>• Basic knowledge of the Primary and Early Years Curriculum</li> <li>• Knowledge of general aspects of child development</li> <li>• Understanding of child protection policies and procedures</li> <li>• Knowledge of relevant codes of practice and school policies</li> <li>• Good working level of ICT skills applicable to a school setting</li> </ul>	✓	✓
		✓	✓

<b>Aptitudes</b>	• Be able to work effectively as part of a team and contribute to group thinking, planning etc.	✓	
	• Effective time management skills	✓	
	• Possess excellent interpersonal skills with children and adults	✓	
	• Be flexible	✓	
	• Be able to follow instructions accurately	✓	
	• Be able to use own initiative and work independently	✓	
	• Have excellent communication skills with adults and children, verbal and in writing	✓	
	• Be able to motivate, inspire and have high expectations of pupils	✓	
	• Show a creative approach to problem solving	✓	
	• Be able to adapt quickly and effectively to changing circumstances/situations	✓	
	• Be able to work calmly under pressure	✓	
	• Be committed to personal and professional development	✓	
	• Be able to critically evaluate own performance	✓	
	• Have awareness of, and commitment to, equalities issues	✓	

	<ul style="list-style-type: none"><li>• Be able to record and assess pupil progress/performance etc.</li></ul>	✓	
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