



# Maldon Primary School

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## Person Specification

### Special Needs 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>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<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>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<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>	<p>✓</p> <p>✓</p>	

	<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>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>• Be able to work effectively as part of a team and contribute to group thinking, planning etc.</li> <li>• Effective time management skills</li> <li>• Possess excellent interpersonal skills with children and adults</li> <li>• Be flexible</li> <li>• Be able to follow instructions accurately</li> <li>• Be able to use own initiative and work independently</li> <li>• Have excellent communication skills with adults and children, verbal and in writing</li> <li>• Be able to motivate, inspire and have high expectations of pupils</li> <li>• Show a creative approach to problem solving</li> <li>• Be able to adapt quickly and effectively to changing circumstances/situations</li> <li>• Be able to work calmly under pressure</li> <li>• Be committed to personal and professional development</li> <li>• Be able to critically evaluate own performance</li> <li>• Have awareness of, and commitment to, equalities issues</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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	<ul style="list-style-type: none"><li>• Be able to record and assess pupil progress/performance etc.</li></ul>	✓	
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