



Blessed John Henry Newman RC College

Learning Support Assistant (level 2) – Person Specification

[A] Training and Qualifications

	Essential or Desirable	How/when measured
Commitment to personal/professional development	E	A/I/R
NVQ 2 for teaching assistants or equivalent qualifications	E	A/I/R
Practising Catholic	D	A/I
Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework	E	A/I

[B] Professional Knowledge and Understanding

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential or Desirable	How/when measured
Ability to build and maintain effective relationships with students and colleagues	E	A/I/R
Ability to work with students at all levels regardless of specific individual need and to identify learning styles as appropriate	E	A/I/R
Experience of working with children in an educational setting who may have different individual needs and learning styles	E	A/I
Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation.	E	A/I
To promote a positive ethos and good role model	E	A/I/R
Ability to make sound judgements and prioritise multiple demands	E	A/I/R
Ability to act on own initiative, dealing with any unexpected problems that arise	E	A/I/R
Understanding of the practical application of Equal Opportunities	E	A/I
Ability to work effectively and supportively as a member of a team	E	A/I/R
Reliable, enthusiastic, committed	E	I/R
Self-motivated with a 'can-do' approach to problem solving	E	A/I/R
Ability to interpret and follow procedures	E	A/I/R
Commitment to safeguarding and promoting the welfare of children and young people	E	A/I/R
Relevant experience of working in a school environment	D	A/I/R
Understanding of relevant policies/codes of practice/ and awareness of relevant legislation and responsibilities of the role within these for promoting pupils' welfare	E	A/I/R

Understanding of the principles of child development and learning process	E	A/I/R
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I/R

[C] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to demonstrate:

	Essential or Desirable	How/when measured
Commitment to developing and enhancing the schools Catholic Ethos	E	A/I
Willingness to undergo appropriate checks, including enhanced CRB checks	E	A/I/R
Good communication skills	E	I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A/I/R
Understanding of inclusion and how it applies in a school setting	E	I/R
Excellent interpersonal skills	E	I/R
Ability to be reflective and self-critical	E	I/R
Potential for further development	E	A/I/R
Ability to establish good working relationships and effective teamwork	E	A/I/R
Excellent role model for colleagues and for students	E	A/I/R

[D] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post identified as 'A' above. It should be no more than two sides of A4 in size 12 font.*

[E] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer	E