

# Mount Carmel Catholic Primary School

## Learning Support Assistant -Person Specification

**Job title:** Learning Support Assistant **Ealing GLPC Grade:** Scale 4

**School:** **Post No:**  
**Line manager:** Senior teacher, Class teacher, Senior Teaching Assistant

**Supervisory responsibility:** None

**Hours:**

*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

### Essential Requirements

#### *Education and Experience*

- a) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.

#### *Knowledge, Skills and Abilities*

- d) Ability to work well as part of a team.
- e) An understanding of classroom roles and responsibilities.
- f) Able to use basic ICT including computer, audio, video equipment and photocopier.
- g) Ability to relate well to children.
- h) Ability to relate well to adults.
- i) Ability to provide necessary personal care to children.
- j) Ability to successfully complete first aid training as required.
- k) Ability and willingness to participate in training.
- l) To be responsible for promoting and safeguarding the welfare of children and young people within the school

**Prepared by:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Agreed by:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_