

## Glebelands School

### Learning Support Assistant – Person Specification

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Numeracy and literacy skills equivalent to GCSE grade C in English and Maths, or adult skills qualification in literacy and numeracy at level 2</li> <li>• Computer literate – basic ICT skills including sound knowledge of Microsoft office desirable</li> </ul>
<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of using Information Technology in a work setting.</li> <li>• Able to understand and apply the full range of school policies; including learning and teaching, equalities, special needs and behaviour management</li> <li>• Able to manage physical learning space and resources, in a classroom environment , with due regard to school Health and Safety policy</li> <li>• Able to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs.</li> <li>• Be aware of the SEN code of practice</li> <li>• Be sensitive to pupils’ needs and concerns so as to identify welfare problems/pupil issues and report them as necessary.</li> <li>• Be aware of child protection arrangements</li> <li>• Able to maintain records and pupil files</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to reflect and develop your own practices, in order to identify opportunities for your own improvement</li> <li>• Good organisational skills, and the ability to consistently meet deadlines</li> <li>• Positive attitude, with good interpersonal skills</li> <li>• Able to work effectively with both students and staff</li> <li>• Flexible team player, or happy to work independently, whilst able to work under pressure</li> <li>• Adaptability to changing circumstances and new ideas</li> <li>• Commitment to support students to achieve and develop</li> <li>• Energy, perseverance and a good sense of humour</li> <li>• Willingness to participate in further training and development</li> <li>• Ability to maintain confidentiality on all school matters</li> <li>• Ability to inspire students to achieve their very best</li> <li>• Ability to undertake routine tasks under the direction of the Head of Learning Support</li> <li>• Able to build appropriate knowledge of subject contexts or key stage in which working</li> <li>• A willingness to be trained to deliver specific interventions</li> </ul>