

**Person Specification**

<b>POST TITLE:</b>	Learning Support Assistant
<b>PAY SCALE:</b>	Scale 3 30 hours a week 39 weeks
<b>PURPOSE OF THE JOB:</b>	To work with individuals or groups of children with specific special educational needs. To enable children to access the curriculum.
<b>RESPONSIBLE TO:</b>	Assistant Headteacher for inclusion

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education/Qualifications	<ul style="list-style-type: none"><li>• NVQ Level 2</li><li>• Willingness to undertake training</li></ul>	<ul style="list-style-type: none"><li>• Undertaken safer handling training</li></ul>
Relevant experience	<ul style="list-style-type: none"><li>• Previous experience working with children and young people/previous experience as working as a teaching assistant.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working with children with special educational needs</li><li>• Undertaken training specific to pupils with special educational needs</li></ul>
Knowledge and skills	<ul style="list-style-type: none"><li>• Literacy &amp; Numeracy literate</li><li>• Awareness of child protection procedures</li><li>• Knowledge of how children learn</li><li>• Some understanding of barriers to learning</li><li>• Knowledge of a range of strategies for behaviour management.</li><li>• Able to use Outlook for e-mail.</li></ul>	
Personal characteristics	<ul style="list-style-type: none"><li>• Good communication and organisational skills</li><li>• Suitability to work with young children</li><li>• A flexible approach</li><li>• Able to work as part of a team</li><li>• Empathetic and caring</li><li>• Resilient and patient</li><li>• Remains calm in challenging situations</li></ul>	

Additional factors	<ul style="list-style-type: none"> <li>• Good time keeping and attendance record</li> <li>• Understanding and respecting confidentiality</li> <li>• Common sense and the ability to take responsibility</li> <li>• Able to maintain accurate records in line with school's policies</li> </ul>	
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