



**THE GREEN SCHOOL  
TRUST**

**Person Specification:  
Learning Support Assistant**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>1. Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE/A Level grades that demonstrate proficiency in English/Maths</li> </ul>	<ul style="list-style-type: none"> <li>Good degree</li> <li>Whilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals.</li> </ul>	Application Form Interview
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>Ability to relate well to young people</li> <li>An understanding of the role of professionals working in the school environment</li> <li>Basic understanding of child development and learning</li> <li>Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work</li> <li>Evidence of good organisational skills</li> <li>Good interpersonal skills</li> <li>Good communication skills</li> <li>Ability to write clear concise reports</li> <li>Good IT and keyboard skills</li> <li>Ability to work as part of a team</li> <li>Ability to work with minimum supervision</li> <li>Ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with students with special educational needs</li> <li>Experience of working with students for whom English is a second language</li> <li>An understanding of the national curriculum</li> <li>Ability to communicate effectively with parents and outside bodies</li> </ul>	Application Form Interview References
<b>3. Job Related Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Basic ICT skills including Microsoft Windows XP or newer, Microsoft Office 2010 and the internet</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SEN legislation</li> <li>Knowledge of SIMS in particular of the Reporting, Assessment and Attendance modules would be an advantage</li> </ul>	Application Form Interview

		<ul style="list-style-type: none"> <li>● Experience of progress tracking systems such as 4 Matrix</li> </ul>	
<b>4. Personal Attributes</b>	<ul style="list-style-type: none"> <li>● A commitment to helping students with special educational needs thrive in a mainstream school environment</li> <li>● A willingness to 'go the extra mile' for students</li> <li>● An openness to learning new skills and a willingness to undertake appropriate training</li> <li>● Flexible attitude in carrying out different types of work</li> <li>● Accuracy and attention to detail including quality and consistency</li> <li>● To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues</li> <li>● Commitment to safeguard &amp; promote the welfare of children</li> <li>● Good timekeeping and organisational skills</li> <li>● Reliable and punctual</li> <li>● To have self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>● Be flexible to adapt to changing workload demands and new school challenges</li> <li>● To be interested in students as individuals, how they learn and be committed to the comprehensive ideal</li> </ul>		<p>Application Form Interview References</p>
<b>5. Other Attributes</b>	<ul style="list-style-type: none"> <li>● Professional persona</li> </ul>		<p>Application Form Interview References</p>