**Highams Park School – Personal Specification**

**Learning Support Assistant Post**

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|  **Qualifications and Experience** |
| 1. Right to work in the UK |
| 2. Experience of working in a secondary school or with secondary age students |
| 3. Experience and knowledge of safeguarding young people |
| **Skills and Attributes in Supporting Young People**  |
| 4. Ability to build positive relationships with students from a range of backgrounds |
| 5. Understanding of the pressures faced by young people and how these may impact on their lives both in and outside of school |
| 6. Ability to see the positive aspects of young people’s personalities and to use these to help build  self-esteem and resilience |
| 7. Appreciation of the importance of collaboration, both within and outside of school, in resolving  difficulties experienced by young people |
| 8. High expectations of young people’s conduct and behaviour, including the way in which they  interact with their peers and with adults |
| 9. Ability to challenge young people appropriately when they do not meet the standards expected of  them concerning their behaviour, or when interacting with peers or with adults |
| **Professional Skills and Attributes**  |
| 10. Ability to organise and prioritise workload and work on own initiative |
| 11. Ability to work constructively as part of a team, understanding School roles and responsibilities  and the post holder’s position within these |
| 12. Ability to communicate well in writing and face-to-face to all stakeholders |
| 13. Administrative and organisational skills |
| 14. Ability to identify own training and development needs and to take responsibility for addressing  these |
| **Personal Qualities**  |
| 15. Respect for all members of the school community |
| 16. Responsibility and attention to detail |
| 17. Resilience in the face of challenge |
| 18. A strong, flexible and proactive work ethic |
| 19. Honesty and trustworthiness |
| 20. A sense of humour and a sense of fun |
| **Commitment to** |
| 21. Safeguarding and promoting the welfare of young people |
| 22. Equal opportunities for all in a comprehensive environment |
| 23. Extra-curricular activities to enhance the student experience |