

Person Specification for Learning Support Assistant



‘To inspire our students to be confident and open-minded through exceptional teaching in a caring school community.’

The successful candidate will share a commitment to:

- make a positive impact on all students’ experiences of learning support at Highgate Wood School;
- our core values as defined in our mission statement and motto and our ethos The Highgate Wood Way, underpinned by Courtesy, Consideration, Contribution and Co-operation;
- inclusion, based on a belief that every student can achieve irrespective of starting point or circumstance;
- first class pastoral care, support and guidance;
- working with staff and all other stakeholders in a collaborative way;
- our SHOW UP staff culture (see bottom of page 2).

Assessment Key: A Application Form I Interview

Education and Qualification	Essential	Desirable	Assessment
Gained a Degree		✓	A/I
Demonstrate levels of numeracy and literacy equivalent to GCSE (A*-C) (9-5)	✓		A/I
Training in relevant learning strategies e.g Read, Write inc, Maths Mastery	✓		I
A minimum of 2 years’ experience or working with secondary aged children (either paid or unpaid capacity), including those with SEND and EHCPs	✓		A/I
Evidence of specialism in specific curriculum areas or areas of a particular learning difficulty including: – ASD – Social, Communication difficulties – Sensory Processing Issues – Anxiety – Attention difficulties, Cognitive and Learning difficulties	✓		A/I
Experience of teaching whole classes or large groups of students	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Knowledge and understanding of the SEND Code of Practice 0-25 (2014)	✓		A/I
Knowledge and understanding of external agencies such as CAMHS, Speech and Language Team, Autism Team.	✓		A/I
Knowledge of the requirements of the National Curriculum	✓		A/I

Knowledge and understanding of the National Curriculum including English and Maths	✓		A/I
Understanding of behaviour management strategies	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Effective oral and written communication skills	✓		I
Excellent timekeeping skills	✓		A/I
Ability to model professional behaviours and our 4Cs consistently	✓		A/I
Excellent interpersonal skills, both in working relationships with students and in forming effective professional relationships with a wide range of stakeholders	✓		A/I
Excellent analytical and evaluative skills particularly in terms of quality of SEND provision within the classroom	✓		A/I
Good organisational and time management skills	✓		I
Sound IT skills to support learning and maintain electronic information systems	✓		I
High levels of personal and professional integrity	✓		I

OUR NON-NEGOTIABLES

S

Students come first

Our students are our priority. It is for them that we do what we do.

H

Hard Work

We do whatever is necessary to provide the best experience for our students.

O

Our own children

We make HWS a school that we would be proud to send our own children to. We work to this end every single day.

W

We are not I

We are a team. We do what we say we do - we stick to the school strategy, behaviours and processes. We are the Highgate Wood Way.

U

Unafraid of failure

We are not afraid to fail, nor learn from failure. When things go wrong we do not blame—we support each other and we look after each other.

P

Professional trust and accountability

We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above.

