

**ST MARY'S CATHOLIC SCHOOL**  
Part of St. Francis of Assisi Catholic Academy Trust

Acting Heads of School:  
Miss D McHugh, BSc (Hons) CCRS  
Mr T Johnston, BA (Hons) NPQH



Chief Executive Officer:  
Mr A Celano, BSc (Hons) MEd

Windhill  
Bishop's Stortford  
Herts. CM23 2NQ

Tel: 01279 654901  
E-mail: [info@stmarys.net](mailto:info@stmarys.net)  
Website: [www.stmarys.net](http://www.stmarys.net)

**Learning Support Assistant  
Person Specification**

Skills/experience	Examples	Desirable	Essential
<b>Qualifications &amp; Experience</b>	Experience working with children in a school/early years environment	✓	
	Educated to NVQ Level 2 in learning support/early years, or equivalent	✓	
	Basic knowledge of First Aid and understanding of the School	✓	
	Good reading and writing skills		✓
	Good numeracy skills		✓
	Knowledge of basic ICT to support learning		✓
<b>Communication</b>	Ability to write basic reports		✓
	Ability to use clear language to communicate information and listen effectively		✓
	Ability to overcome communication barriers with children and adults		✓
	Ability to consult with children and their families and carers and other adults		✓
<b>Working with children</b>	Understand and implement a school's behaviour management policy	✓	
	Ability to understand and support children with developmental difficulty or disability		✓
	Knowledge of literacy/numeracy strategies	✓	
	Good understanding of the general aspect of child development	✓	
	Ability to assess progress and performance	✓	
	Understand and support the importance of physical and emotional wellbeing		✓
<b>Working with others</b>	Understand the role of others working in and with the school	✓	
	Understand and value the role of parents and carers in supporting children		✓
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults		✓
	Ability to work effectively with a range of adults		✓
	To know when, how and with whom to share information		✓
	Ability to follow instructions accurately		✓
<b>Responsibilities</b>	Good organisational skills		✓
	Ability to remain calm under pressure		✓
	Ability to manage own time effectively		✓
	Demonstrate creativity and an ability to resolve routine problems independently		✓
	Awareness of and commitment to equality		✓
<b>General</b>	Basic understanding of Health & Safety		✓
	Understand and implement child protection procedures	✓	
	Understand procedures and legislation relating to confidentiality	✓	
	Be prepared to develop and learn in the role		✓
	A good team player, able to work independently		✓