

Person Specification – Learning Support Assistant

Responsible to: SENCo/SEND Manager

The successful applicant will demonstrate the following experience, skills and characteristics:	Stage of recruitment process at which criteria will be measured:			
	Essential / Desirable	Application Form/Supporting Statement	Interview	Assessment
Experience:				
• Experience of working effectively within a team and playing a motivating role	E	✓	✓	
• You will have some experience working with young people	E	✓	✓	
• Experience with SEN/EAL would be an advantage	D	✓	✓	
• You may have some experience working with challenging behaviour	D	✓	✓	
• Previous experience of working in a school or other academic environment	D	✓	✓	
Qualifications/Training:				
• You have a demonstrated commitment to your own education and training	D	✓	✓	
• A good standard of general education including GCSE Maths and English	E	✓	✓	✓
• You will have or be willing to undergo appropriate First Aid training	E	✓	✓	
Knowledge/Skills:				
• You have excellent literacy skills, including proficiency in accurate written and spoken English	E	✓	✓	✓
• You have good numeracy skills (e.g. GCSE Mathematics)	E	✓	✓	✓
• You have good ICT skills	D	✓	✓	✓
• Excellent communication skills (both oral and in writing) – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	E	✓	✓	
• The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	E	✓	✓	

Personal Characteristics:

• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E	✓	✓	
• To have self-confidence, enthusiasm and commitment	D	✓	✓	
• You are punctual, flexible, reliable, and well organised	E	✓	✓	✓
• You have an awareness of and a commitment to equal opportunities	E	✓	✓	
• You have a commitment to safeguarding & promoting the welfare of children, young people and adults	E	✓	✓	
• You have an awareness and adherence to relevant health & safety regulations and policies	E	✓	✓	
• Able to work as part of a team and independently, as required, recognising and accepting line management	E	✓	✓	
• Good time-keeping and time-management	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.