



## HARRYTOWN CATHOLIC HIGH SCHOOL

### Learning Support Assistant - PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Level 2 qualifications in English &amp; Maths</li> <li>Educated at NVQ Level 2 in learning support or equivalent qualifications/experience</li> </ul>	<ul style="list-style-type: none"> <li>Additional qualifications related to education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Basic knowledge of First Aid and understanding of the school</li> <li>Good understanding of the school curriculum</li> <li>Knowledge of literacy / numeracy strategies</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of working with young people and families in a Catholic School</li> <li>Experience of working with young people who have social, emotional and/or mental health needs</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to use clear language to communicate information unambiguously and to listen effectively</li> <li>Ability to overcome communication barriers with children and adults</li> <li>Ability to consult with young people and their families and carers and other adults</li> <li>Ability to understand and support young people with SEND</li> <li>Willingness to undertake training required for the role</li> <li>Good communication and presentation skills</li> <li>Commitment to continued professional development</li> <li>Competence in the skills of networking, counselling, facilitating and developing others</li> <li>Ability to develop positive relationships with students, parents and colleagues.</li> <li>Ability to engage in joint goal setting with the individual young person as part of the learning action planning process</li> </ul>	<ul style="list-style-type: none"> <li>The ability to inspire and motivate students</li> <li>Proven record of dealing effectively with behaviour management issues.</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Understand and implement the school's behaviour management policy</li> <li>Understand and support the importance of physical and emotional wellbeing</li> <li>Understanding and knowledge of Pastoral work in schools and intervention strategies</li> </ul>	<ul style="list-style-type: none"> <li>Experience of strategies for raising pupil attainment</li> <li>Knowledge self-review procedures</li> <li>Knowledge of the TAC/CAF process</li> <li>Knowledge of SEND</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of safeguarding processes and responsibilities</li> </ul>	
<b>Additional qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting the Catholic ethos of the school.</li> <li>• Commitment to the success and well-being of all students.</li> <li>• Understands and actively supports the schools policies and procedures</li> <li>• Ability to meet the schools standards of presentation and attendance</li> <li>• A willingness to be flexible in a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Play an active part in the wider school community</li> <li>• A practising Catholic with a supportive faith reference</li> </ul>
<b>Generic Competencies</b> (please see further guidelines below)	<ul style="list-style-type: none"> <li>• Communicating effectively</li> <li>• Being pupil and family focused</li> <li>• Effective team working</li> <li>• Personal organisation and effectiveness</li> <li>• Personal development</li> <li>• Making the most of IT systems and services</li> </ul>	

The main purpose of the competencies is to define the standards of behaviour and conduct required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of the school performance/appraisal and development review scheme for all employees.

<b>Competency</b>	<b>Definition</b>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Communicate effectively face to face, by telephone or written word with a diverse range of people</li> <li>• Make effective use of new technology in communications contribution</li> </ul>
<b>Being customer focussed</b>	<ul style="list-style-type: none"> <li>• Provides excellent customer service</li> <li>• Develops and maintains positive working relationships with customers</li> <li>• Contributes to the continual improvement of services</li> </ul>
<b>Effective Team Working</b>	<ul style="list-style-type: none"> <li>• Develops and maintains positive working relationships with other team members</li> <li>• Develops positive working relationships with other teams both within and outside the organisation (e.g. “colleagues” in the voluntary sector or health service)</li> <li>• Contributes to the achievement of team goals</li> </ul>
<b>Personal Organisation and Effectiveness</b>	<ul style="list-style-type: none"> <li>• Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Take responsibility for the development and learning of self and others</li> </ul>
<b>Making the most of Information and</b>	<ul style="list-style-type: none"> <li>• Can operate all technology necessary for the job role</li> </ul>

