

Person Specification: Learning Support Assistant (Part Time)



| | Essential | Desirable |
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| Qualifications | 5 GCSEs A-C (including English and Maths) | <ul style="list-style-type: none"> Qualifications relating to supporting pupils with additional or special needs |
| Experience | <ul style="list-style-type: none"> Experience of working with children | <ul style="list-style-type: none"> Experience in supporting pupils with additional or special needs Experience of working in school, supporting children across all the key stages. Experience of working with a (school) management information system |
| Knowledge & Skills | <ul style="list-style-type: none"> Be an effective and confident communicator, having a good command of English, both spoken and written. Ability to work as a team and on one's own. Ability to support the co-curricular life of the school including after school clubs and trips. Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to SEN. Ability to understand the School's values and a desire to promote an excellent image of the School. Have proficient word processing skills and the ability to type at speed to student dictation. | <ul style="list-style-type: none"> Knowledge and understanding of a range of special needs. The desire to improve knowledge and understanding of a range of special needs through continuing professional development. |

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| Personal Qualities | <ul style="list-style-type: none"> • A passion to support children with SEND and a commitment to high achievement. • Ability to respond to the needs of the pupil. • A commitment to safeguarding and promoting the welfare of children. • An awareness of the importance of confidentiality and data protection. • To display the highest levels of integrity and complete trustworthiness and discretion. • Be a problem solver, and to be able to reflect upon one's own practice. • To be highly organized with the ability to prioritise and work to tight deadlines whilst retaining a professional composure. • To have an excellent punctuality and attendance record. • To be of smart professional appearance. • To display excellent teamwork skills. • To be flexible, versatile and self-motivated. • To be confident and authoritative. • Excellent sense of humour. | <ul style="list-style-type: none"> • Conversant with relevant educational issues and developments within the specific field but also in more general areas. |
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