



THE GREEN SCHOOL
TRUST

Person Specification: Learning Support Assistant

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Qualifications	<ul style="list-style-type: none">GCSE/A Level grades that demonstrate proficiency in English/Maths	<ul style="list-style-type: none">Good degreeWhilst open to all applicants, this role might suit aspirant teachers, youth workers or associated professionals.	Application Form Interview
2. Experience	<ul style="list-style-type: none">Ability to relate well to young peopleAn understanding of the role of professionals working in the school environmentBasic understanding of child development and learningTact and diplomacy in all interpersonal relationships with the public, students and colleagues at workEvidence of good organisational skillsGood interpersonal skillsGood communication skillsAbility to write clear concise reportsGood IT and keyboard skillsAbility to work as part of a teamAbility to work with minimum supervisionAbility to maintain confidentiality	<ul style="list-style-type: none">Experience of working with students with special educational needsExperience of working with students for whom English is a second languageAn understanding of the national curriculumAbility to communicate effectively with parents and outside bodies	Application Form Interview References
3. Job Related Knowledge and Skills	<ul style="list-style-type: none">Basic ICT skills including Microsoft Windows XP or newer, Microsoft Office 2010 and the internet	<ul style="list-style-type: none">Knowledge of SEN legislationKnowledge of SIMS in particular of the Reporting, Assessment and Attendance modules would be an advantage	Application Form Interview

		<ul style="list-style-type: none"> ● Experience of progress tracking systems such as 4 Matrix 	
4. Personal Attributes	<ul style="list-style-type: none"> ● A commitment to helping students with special educational needs thrive in a mainstream school environment ● A willingness to 'go the extra mile' for students ● An openness to learning new skills and a willingness to undertake appropriate training ● Flexible attitude in carrying out different types of work ● Accuracy and attention to detail including quality and consistency ● To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues ● Commitment to safeguard & promote the welfare of children ● Good timekeeping and organisational skills ● Reliable and punctual ● To have self-motivation and personal drive to complete tasks to the required timescales and quality standards ● Be flexible to adapt to changing workload demands and new school challenges ● To be interested in students as individuals, how they learn and be committed to the comprehensive ideal 		<p>Application Form Interview References</p>
5. Other Attributes	<ul style="list-style-type: none"> ● Professional persona 		<p>Application Form Interview References</p>