

Glebelands School

Learning Support Assistant – Person Specification

Qualifications	<ul style="list-style-type: none"> • Good general education • Numeracy and literacy skills equivalent to GCSE grade C in English and Maths, or adult skills qualification in literacy and numeracy at level 2 • Computer literate – basic ICT skills including sound knowledge of Microsoft office desirable
Knowledge and experience	<ul style="list-style-type: none"> • Experience of using Information Technology in a work setting. • Able to understand and apply the full range of school policies; including learning and teaching, equalities, special needs and behaviour management • Able to manage physical learning space and resources, in a classroom environment , with due regard to school Health and Safety policy • Able to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs. • Be aware of the SEN code of practice • Be sensitive to pupils' needs and concerns so as to identify welfare problems/pupil issues and report them as necessary. • Be aware of child protection arrangements • Able to maintain records and pupil files
Personal Qualities	<ul style="list-style-type: none"> • Ability to reflect and develop your own practices, in order to identify opportunities for your own improvement • Good organisational skills, and the ability to consistently meet deadlines • Positive attitude, with good interpersonal skills • Able to work effectively with both students and staff • Flexible team player, or happy to work independently, whilst able to work under pressure • Adaptability to changing circumstances and new ideas • Commitment to support students to achieve and develop • Energy, perseverance and a good sense of humour • Willingness to participate in further training and development • Ability to maintain confidentiality on all school matters • Ability to inspire students to achieve their very best • Ability to undertake routine tasks under the direction of the Head of Learning Support • Able to build appropriate knowledge of subject contexts or key stage in which working