

**Person Specification for the Post of
Learning Support Assistant**

Knowledge	1. Knowledge or working practice in the education sector and/or schools/academies.	Desirable
Qualifications & Experience	1. Secondary school Teaching Assistant experience. 2. Experience of working with challenging students. 3. Experience of working with outside agencies and professionals.	Essential Essential Desirable
Skills & Abilities	1. Ability to accept guidance and direction from teachers. 2. Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENDCo and the Class Teacher. 3. Ability to keep written records and support the development of pupil's literacy and numeracy skills with confidence. 4. An understanding of the necessity to maintain strict confidentiality. 5. A mature, sensitive approach. 6. Ability to scribe and legible writing 7. Ability to use SIMS/Microsoft word and excel	Essential Essential Essential Essential Essential Desirable
Engaging with Others	1. Excellent interpersonal and communication skills (both oral and written) 2. Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. 3. Ability to work as part of a team. 4. Ability to deal with parents sympathetically.	Essential Essential Essential Essential
Valuing Diversity	1. Experience, or empathy with, working in a multicultural environment.	Essential

Other	<ol style="list-style-type: none">1. A willingness to undertake paid training to develop job-related skills2. Ability to be flexible in relation to working hours, as required.3. A commitment to inclusive education.	Essential Essential Essential Essential
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