

**Job title:** Learning Support Assistant

**Grade:**

Scale 5

**Supervisory responsibility:**

None, apart from assisting in work familiarisation of new members of staff.

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*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

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## Essential Requirements

- a) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.
- d) Experience in a relevant discipline.

### ***Knowledge, Skills and Abilities***

- e) Ability to work well as part of a team.
- f) An understanding of classroom roles and responsibilities.
- g) Able to use basic ICT including computer, audio, video equipment and photocopier.
- h) Good keyboard skills and knowledge of relevant ICT packages
- i) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- j) Ability to relate well to children.
- k) Ability to relate well to adults.
- l) Ability to observe, monitor and provide constructive feedback on pupils progress.
- m) Ability to provide necessary personal care to children.
- n) Ability to successfully complete first aid training as required.
- o) Ability and willingness to identify own training needs and participate in training.
- p) To be responsible for promoting and safeguarding the welfare of children and young people within the school

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**Prepared by:** \_\_\_\_\_

**Date**

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**Agreed by:** \_\_\_\_\_

**Date**

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