

Person Specification

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	Learning Support Assistant
School	Langley School
Salary Band/Range	Band 'C'
Hours / Weeks	Up to 32.5 per week; Term-time plus INSET days - 39 weeks per year
Responsible to:	SENDCO

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ Teaching Level 3 or equivalent Good numeracy and literacy [eg GCSE Grade C in English and Maths or equivalent]	First Aid training Level 2 ICT qualifications	Application form / qualification certificates
Skills & Abilities	Effective interpersonal and communication skills		Qualification certificates
	Ability to work effectively as part of a team and make an active contribution		Application form / interview / references
	Ability to assess individual pupils' learning and support their next steps in learning		Application form / interview / references
	Skilled in positive behaviour management		Application form / interview / references
	Ability to create a stimulating, effective and challenging learning environment		Application form / interview / references

	Ability to manage and organise time and resources effectively		Application form / interview / references
	Ability to use ICT effectively to support learning		Application form / interview / references / qualifications
	Ability to work effectively under pressure		Application form / interview / references
	Commitment to working within organisational procedures and processes in order to meet required standards for the role		Application form / interview / references
	Ability to self-evaluate learning needs and actively seek learning opportunities		Application form / interview / references
Experience & Knowledge	Experience of working with children on a one to one basis or in a group in an educational setting or learning environment	Experience of working with children of relevant school age in Secondary School learning environment Experience of working in a special school	Application form / interview / references
	Experience of recording and reporting on pupil, group and whole class achievement and progress	Experience of preparing, planning, delivering and evaluating lessons and work plans under the guidance of a teacher	Application form / interview / references
	Understanding of principles of children's development and learning processes, especially those with SpLD / dyslexia, EAL and SEMH needs.	Experience of working with professionals such as the SISS CLD / ASD / S&L Teams.	Application form / interview

	Knowledge of relevant, current educational policies, legislation and guidance in relation to working with students experiencing dyslexia and a range of learning needs, and the protection and safeguarding of, children	Evidence of on-going related CPD	Application form / interview
	Knowledge of how children acquire and develop receptive, expressive and social language skills	SEND or related knowledge or experience, acquired experientially or via CPD training	Application form / interview
Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.		Interview / References
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.		Interview / References
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.		Interview / References
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.		Interview / References
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.		Interview / References
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.		Interview / References
Other Requirements	A commitment to safeguarding and promoting the welfare of children and vulnerable adults	Evidence of good relationships with students / young people	Application form / interview
	An enthusiasm for involvement with students, staff, governors and the school community, and positive contribution to the ethos of the school		Application form / interview / references
	A willingness to undertake staff training as required, eg Child Protection or H&S		Application form / interview / references
Compiled/Reviewed by		CTH/ HCL	Sept 2025

