|  |
| --- |
| **POST TITLE: Learning Support Assistant**  |
| **PERSON SPECIFICATION** |
| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **Qualifications and Experience** |  |  |
| * NVQ Qualification in Early Years and Child Care, or equivalent.
* GCSE level numeracy and literacy skills.
* Experience of working in a school environment.
* Experience of working with children with special educational needs
* Experience of applying targets from individual education plans (IEP’s) & record keeping for SEN children
* Relevant first aid training or willingness to carry out training.
* Safeguarding Training
 | DEEDDDD | A/CA/CA/IA/IA/IA/C/IA/I |
| **Skills** |  |  |
| * Ability to work independently and as part of a team.
* Ability to work with creativity, imagination and optimism in the creation of a happy, challenging and effective learning environment.
* Demonstrate good communication skills, both written and spoken, with adults and children.
* Ability to establish effective working relationships with a wide range of people.
* Ability to contribute to a range of teaching, learning and pastoral activities.
* Ability to observe, monitor and provide constructive feedback on pupil progress.
* Ability to build and maintain effective relationships with pupils, treating them equitably, with respect and consideration.
* Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.
* Ability to provide personal care to children.
* Demonstrate good ICT skills and awareness of methods of use of ICT in teaching practice.
* Ability to remain patient in all dealings with pupils
 | EEEEEEEEEDE | A/IA/IA/IA/IA/IA/IA/IA/IA/IA/C/IA/I |
| **Knowledge** |  |  |
| * Knowledge of the learning processes 7 needs of specific children
* Knowledge of acceptable behaviours for children of all ages.
* Understand the need for confidentiality.
* Understanding of how to ensure good behaviour through positive reinforcement
* Knowledge of special educational needs, in particular speech & language, learning skills, social interaction and self-help skills
 | EEEDD | AA/IA/IA/IA/I |
| **Personal Characteristics** |  |  |
| * Works enthusiastically but remains calm under pressure.
* Maintains professionalism and confidentiality at all times.
* Demonstrates initiative and ability to organise own workload.
* Ability to adapt to a variety of situations.
 | EEEE | A/IA/IA/IA/I |
| **Other** |  |  |
| * Flexible approach to working hours with the willingness to work occasional evenings to support school events.
* Willingness to undertake training, identify own training needs and show a commitment to further professional development.
 | EE | AA |

E = Essential D = Desirable

A = Application I = Interview C = Certificate