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| **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 | D  E  E  D  D  D  D | A/C  A/C  A/I  A/I  A/I  A/C/I  A/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 | E  E  E  E  E  E  E  E  E  D  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/C/I  A/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 | E  E  E  D  D | A  A/I  A/I  A/I  A/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. | E  E  E  E | A/I  A/I  A/I  A/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. | E  E | A  A |

E = Essential D = Desirable

A = Application I = Interview C = Certificate