

## Person Specification – Learning Support Assistant

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Knowledge of a range of strategies to support children with SEND e.g. alternative communications methods, multi-sensory approaches
2	Experience of working with children with speech and language needs.
3	Experience of planning and providing activities outlined as part of an individual education plan for children with SEN
4	Ability to communicate effectively with teaching and support staff in school.
5	Able to plan and adapt learning activities under the guidance of the Head teacher or specialist staff
6	Self-reliant, organised and resilient with the ability to take direction and to seek guidance appropriately
7	Able to produce clear and concise records of daily work activities.
8	An openness to different working styles and approaches and working collaboratively
9	A positive attitude to disability issues / equal opportunities
10	Ability to develop good working relationships with children, families and professionals
11	Good ICT skills

#### Desirable

12	Knowledge of current legislation with regards to SEND and implications for best practice
13	Experience of working with children with a range of SEND including high / complex needs
14	First Aid Training

### Part B: Assessment Stage

Items 1, 2, 3, 5, 6, 8, 9 and 10 of the application stage criteria (above) and the criteria below will be further explored at the assessment stage:

1	Suitability to work within a school environment
2	No adverse criminal record, DBS check will be made
3	Able to produce accurate and up to date records and reports.
4	Able to undertake observations and assessments of pupils including those with special educational needs.
5	Able to undertake routine invigilation and marking

6	Committed to achieving further professional development
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> <li>▪ able to work in partnership with other agencies</li> </ul>

### **Desirable**

7	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

<b>Method</b>		<b>Method</b>	
Interview	Yes	Presentation	No
Lesson Observation	Possibly	Structured discussion with pupils	No
Task	Possibly	A task may be emailed to those shortlisted.	Possibly

### **Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Two references from current and previous employers (or education establishment if applicant not in employment)
5	Safer Recruitment Declaration
6	Right to Work in the UK
7	Identity checks