

**CONFIDENTIAL – Priory School**

<b>Person Specification</b>			
Job Title	Learning Support Assistant	Job Holder	
Author	Sarah Moore	Date Created	September 2021
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

<b>Key:</b>			
E – Essential Process	D – Desirable	A – Application Form	I – Interview

<b>Qualifications</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
1.	Level 2 in Maths and English or equivalent qualifications	✓		✓	✓
2.	Evidence of recent relevant professional development and study e.g. working towards NVQ Level 2 or Open College Network Certificate		✓	✓	
<b>Successful Skills and Experience</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
<b>Able to evidence and demonstrate the ability to:</b>					
1.	Understand the educational objectives of the school	✓			✓
2.	Work within an education, health or social care setting	✓		✓	
3.	Understand how children learn				✓
4.	Experience of a SEN learning environment		✓	✓	
5.	Support learning across all areas of the curriculum	✓			✓
6.	Experience of working in a challenging environment			✓	
7.	Understanding Care Plans and their use		✓		✓
8.	Excellent planning and organisation skills				✓
9.	Effective group/class supervision	✓			✓
10.	Accurate record keeping	✓			✓
11.	Communicate clearly and effectively in the English language, both verbally and in writing, with all children and adults including the ability to communicate sympathetically with children and parents.	✓		✓	
12.	Monitoring and recording individual progress		✓		✓
13.	Using alternative communication skills such as PECS and Makaton			✓	
14.	Clarify and clearly explain instructions to pupils including adapting planning where necessary		✓		✓
15.	Use Microsoft Word, SIMS, Excel and other appropriate software effectively to a basic level.			✓	
16.	Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	
17.	Prepare and display resources for teaching and learning activities.	✓			✓

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18.	Understand and comply with all school policies	✓			✓
<b>Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
1.	How children develop through play			✓	✓
2.	Health and Safety legislation and First Aid		✓		✓
<b>Personal Attributes</b>		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
1.	The ability to manage oneself , including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances	✓		✓	✓
2.	Have high standards in terms of attendance, punctuality and meeting deadlines	✓		✓	✓
3.	A genuine concern to secure the educational progress of children irrespective of their background and ethnicity	✓		✓	
4.	Maintain confidentiality and handle sensitive information in accordance with GDPR 2018 rules	✓		✓	✓
5.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive, professional boundaries in relationships with both children and adults at all times	✓		✓	✓
6.	Successful Enhanced DBS status	✓		✓	