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|  | **Role:** | LEARNING SUPPORT ASSISTANT |
| **Salary Scale:** | Scale 3 |
| **Updated:** | September 2023 |

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| **Descriptor** | **Requirement** | **Evidence** |
|  | D: Desirable  E: Essential | A: Application  I: Interview  T: Task |
| *Qualifications/Training* | | |
| GCSEs (or other equivalent qualifications) in English & Mathematics | E | A |
| A Levels (or other equivalent qualifications) in relevant subject area(s) | D | A |
| Undergraduate Degree in relevant subject area(s) | D | A |
| Additional professional qualifications | D | A |
| Evidence of recent further professional development | D | A |
| *Professional Experience* | | |
| Experience of using ICT software (e.g. Google docs or Microsoft) | D | A + I + T |
| Interest in working with children with a range of abilities | E | A + I + T |
| Experience of working with children with SEND / complex needs | D | A + I |
| Experience in similar position and/or environment | D | A + I + T |
| *Competencies, Knowledge & Understanding* | | |
| Basic knowledge of the practice of Inclusion | D | A + I + T |
| Effective and clear communication skills and good interpersonal skills | E | A + I + T |
| Appropriate and accurate use of English in written and oral communications | E | A + I + T |
| An ability to work flexibly and cooperatively in a team context | E | A + I |
| An ability to remain calm and personable under pressure | E | A + I |
| Ability to work collaboratively and with minimum supervision | E | A + I |
| Ability to improvise, problem solve and present solutions. Flexible ‘can do’ attitude | E | A + I + T |
| Literacy and Numeracy skills | E | A + I + T |
| Good level of IT Skills including knowledge of Microsoft and Google Docs; ability to use email and the internet | E | A + T |
| Good organisational skills | E | A + I |
| Conscientious and flexible attitude and a wish to achieve high professional standards | E | A + I |
| *Personal Qualities* | | |
| A commitment to working in a busy school environment | E | A + I |
| Flexible, motivated and committed to high standards of working | E | A + I |
| Good attendance and punctuality | E | A + I |
| Resilience, energy and enthusiasm | E | A + I |
| Adaptability to changing circumstances and new ideas | E | A + I |
| Professional approach to working | E | A + I |
| Resilient and determined to achieve goals | E | A + I |
| Committed to the ethos of the school | E | A + I |
| Willingness to be flexible and take on additional duties as and when required | E | A + I |
| Willingness to participate in further training and development opportunities offered by the school | E | A + I |
| Possess high levels of integrity and honesty | E | A + I |
| *Equal Opportunities Awareness* | | |
| A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way | E | A + I |
| A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities | E | A + I |
| A commitment to working in a flexible and collaborative manner with all members of the school community | E | A + I |
| *Child Protection & Safeguarding Awareness* | | |
| A strong understanding of child protection and safeguarding matters | E | I |
| A commitment to safeguarding and promoting the welfare of young people | E | I + T |