



Manor School
Chamberlayne Road,
Kensal Rise,
London, NW10 3NT
020 8968 3160
enquiries@manor.brent.sch.uk



Person Specification – Learning Support Assistant

Please note

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	method of assessment		
	application form	interview	test
1. Experience			
(a) Previous successful experience in working with or caring for children with special needs preferable	*	*	
(b) Experience in the care and education of children who may be working at a developmentally lower age than their chronological age preferable	*	*	
(c) Experience of observing, monitoring and evaluating children's progress.	*	*	
2. Knowledge			
(a) Alternative communication systems i.e. Symbol based communication, Makaton, etc	*	*	
(b) Understanding of simple learning strategies (English and Maths should be of a good standard)	*		
(c) Understanding of key principles/ main stages of child development and learning.	*		
(d) Good knowledge of child protection and Health and Safety procedures	*	*	
3. Skills			
(a) Commitment to continuous learning and professional development within a learning environment.	*	*	
(b) Verbal and written communication skills appropriate to ensure effective communication with a wide range of people; pupils, teachers, professionals and carers.	*		*
(c) Literacy & Numeracy skills appropriate to meeting the needs of our range of pupils	*		*
(d) Ability to communicate clearly and positively with all	*	**	



The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.



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4. ABILITIES			
(a) Previous successful experience of using technology to support learning.	*		
(b) Previous successful experience of using a range of resources and equipment in a learning environment, including smart screens, desktops, ipads, photocopiers etc	*		
(c) Ability to understand and take on a wide range of information concerning the functions of the school.		*	
(d) Ability to build and form positive working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.		*	
(e) Ability to work on own initiative and to prioritise between conflicting demands.		*	
(f) Ability to follow teachers direction/plan	*	*	*
5. Education and professional qualifications essential to the post			
(a) NVQ level 2 for Teaching Assistants/ Accredited Learning Support/TA/SEND courses or equivalent level of attainment through relevant experience preferred	*		
6. Equal opportunities relevant to the post (mandatory)			
Understanding and commitment to the Trust's Equality policy.	*	*	



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