

## PERSON SPECIFICATION

<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Department / Group</b>	<b>Learning Support Department</b>
<b>Reporting</b>	<b>SENDCo / SEND Manager</b>

<b>The successful applicant will demonstrate the following experience, skills, and characteristics:</b>	<b>Essential Desirable</b>
<b>Education and Qualifications</b>	
• To have the ability to work with flexibility and independence	<b>E</b>
• You will have or be willing to undergo appropriate First Aid training	<b>D</b>
• A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English	<b>E</b>
• You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others	<b>E</b>
<b>Experience</b>	
• Experience working in a school environment or other educational setting	<b>D</b>
• Experience working with students / young people with special educational needs (SEN)	<b>D</b>
• Experience planning and delivering learning activities	<b>D</b>
• To have experience of working in a team and multi-tasking within a complex and demanding role	<b>E</b>
• To have experience of working with challenging behaviour	<b>D</b>
• To have experience of Schools systems SIMS / Bromcom	<b>D</b>
<b>Professional Skills and Knowledge</b>	
• Ability to build effective working relationships with students, parents, team members, and stakeholders	<b>E</b>
• Knowledge of how to help adapt and deliver support to meet individual needs	<b>D</b>
• Ability to work as part of a team and independently and to be flexible in their approach to daily routines	<b>E</b>
• Ability to use IT packages including word processing, spreadsheets, and presentation software	<b>E</b>
• To have the ability to prioritise effectively, work under pressure and meet deadlines with a sense of balance and perspective	<b>E</b>

<b>Personal Qualities</b>	
• Enjoyment of working with students	<b>D</b>
• Sensitivity and understanding, to help build good relationships with students	<b>D</b>
• Capacity to inspire, motivate and challenge students and young people	<b>E</b>
• Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school	<b>E</b>
• Embraces change well	<b>E</b>
• Patient, flexible and adaptable, meticulous, and conscientious	<b>E</b>
• To be punctual, reliable, flexible, and well organised with good time management skills	<b>E</b>
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	<b>E</b>
• You have an awareness of and a commitment to equal opportunities	<b>E</b>
• You have a commitment to safeguarding and promoting the welfare of students, young people and adults	<b>E</b>
• You have an awareness and adherence to relevant health and safety regulations and policies	<b>E</b>

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

## **ADDITIONAL INFORMATION**

### **Safeguarding and Equalities**

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Barring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

### **Recruitment**

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks