



Chessington School

Literacy and Reading Support Assistant

Person Specification

April 2026

Qualifications	Essential or Desirable	Evidence Source
Educated to GCSE level or above	Essential	A
Further relevant professional qualifications	Desirable	A

Experience and Knowledge	Essential or Desirable	Evidence Source
Experience of delivering reading support and literacy interventions	Desirable	A, I, R
Experience of delivering English language support to students of English as an Additional Language	Desirable	A, I, R
Experience of working with students within an education setting	Desirable	A, I, R
General understanding of the operation of a school environment	Desirable	A, I
Knowledge and understanding of safeguarding and child protection procedures	Desirable	A, I
Working knowledge of Microsoft Office packages (e.g., Word, Excel, PowerPoint, Outlook) or similar	Essential	A, I
Basic understanding of procedures and legislation relating to confidentiality, in particular GDPR	Desirable	A, I
Experience of managing a team of effective delegation	Desirable	A, I

Communication Skills	Essential or Desirable	Evidence Source
Ability to complete forms, letters and technical reports	Essential	A, I, R
Ability to exchange verbal information clearly with students and staff	Essential	A, I, R
Demonstrate a positive attitude to working with challenging students whilst implementing the school's behaviour management policy	Essential	A, I, R
Understand the importance of physical and emotional wellbeing	Essential	A, I, R
Effective listening skills	Essential	A, I, R

Personal Attributes	Essential or Desirable	Evidence Source
Ability to be proactive and use own initiative	Essential	A, I
Ability to work accurately with attention to details	Essential	A, I
Prioritise, plan and organise own workload and that of others	Essential	A, I
Excellent organisation skills to ensure work is effectively managed to meet tight deadlines/ timescales	Essential	A, I
Ability to work efficiently and effectively under pressure and remain calm	Essential	A, I
Flexible and adaptable attitude to work, colleagues and management	Essential	A, I
Ability to establish rapport and to maintain respectful and trusting relationships	Essential	A, I
Demonstrate personal and professional integrity, including modelling values and vision	Essential	A, I
Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate feedback from others	Essential	A, I

* Method of Assessment: A = Application Form; I = Interview, R = Reference

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS