



**RIDGEWOOD  
SCHOOL**

**PERSONALISED LEARNING ASSISTANT  
PERSON SPECIFICATION**

<b>ATTRIBUTES/ REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<ul style="list-style-type: none"><li>GCSE English and Maths grade C or above (or equivalent)</li><li>Willingness and ability to obtain and/or enhance qualifications and training for development in this post.</li></ul>		Application Form Certificates Interview
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"><li>Effective communication with children, carers and other professionals.</li><li>Ability to display an understanding of social/welfare issues as they affect children, families and schools.</li><li>Ability to work on own initiative within departmental protocols/procedures.</li><li>Ability to deal with difficult situations.</li><li>Experience of analysing data for monitoring and improvement purposes.</li></ul>	<ul style="list-style-type: none"><li>Experience of working in an educational and/or social care setting with young people.</li><li>Experience in working within statutory/voluntary agencies dealing with children and families.</li></ul>	Application Form References Interview
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"><li>Understanding of the administration requirements of a school.</li><li>Good inter-personal skills including mediation and conflict resolution.</li><li>Demonstrate awareness of legislation relating to the welfare and protection of children.</li><li>Demonstrate awareness of risk</li><li>Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting.</li><li>High level IT skills, able to use spreadsheets and databases to a high level.</li><li>Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience.</li><li>Ability to communicate effectively both orally and in writing.</li><li>Ability to work under pressure and to deadlines.</li><li>Able to work in and adapt to a fast-paced, changing environment.</li><li>Able to problem solve and develop solutions.</li><li>Ability to handle confidential information.</li><li>Effective time management skills and able to take responsibility for workload and to prioritise tasks.</li><li>Able to work collaboratively with others.</li></ul>	<ul style="list-style-type: none"><li>Knowledge and understanding of school based computer systems and Microsoft Office.</li><li>Knowledge of Data Protection.</li></ul>	Application Form References Interview



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<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"><li>• Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders.</li><li>• Demonstrates integrity, fairness and consistency in all working practices.</li><li>• Motivated and commitment to continuous improvement.</li><li>• Ability to plan and prioritise own workload and manage conflicting demands.</li><li>• Good level of attendance.</li><li>• Reliability and willingness to be flexible.</li></ul>		Application Form References Interview
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**The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service**