



HEARTS ACADEMY TRUST



LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION

HEARTS VALUES

H



HAPPINESS

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in learning, and a resilience and hope which supports us through challenging times.

E



ESTEEM

Self-**ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

A



ACHIEVEMENT

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

R



RESPECT & RESPONSIBILITY

We foster **RESPECT** & **RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.

T



TRUTH

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

S



SPIRITUALITY & SERVICE

We develop **SPIRITUALITY** & **SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION

Working With Others

Detail	Examples
Working with partners	Understand the role of others working in the school Understand and value the role of parents and carers in supporting children
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
Team work	Ability to work effectively with other adults in the school
Information	Ability to provide timely and accurate information Know when, how and with whom to share information Ability to follow instructions accurately

Qualifications & Experience

Detail	Examples
Specific qualifications & experience	All staff employed as LSAs will have GCSE or equivalent English and maths (grade C or above). Headteachers have the discretion to support LSAs (only) to undertake a maths / English equivalency qualification Successful experience working with children in a school/early years environment - (essential) Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience - (essential)
Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust Basic knowledge of First Aid
Literacy	Good reading and writing skills
Numeracy	Ability to undertake calculations Good numeracy skills
ICT and Technology	Experience of Microsoft packages to support learning, including Word, Excel & Publisher Ability to use photocopier

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Communication

Detail	Examples
Written	Ability to support teachers to write basic reports
Verbal	Ability to exchange routine verbal information clearly in English with children and adults Ability to listen effectively
Languages	Confidence to contribute in meetings
Negotiating	Able to seek support to overcome communication barriers with children and adults Consult with children and their families and carers and other adults

Working With Children

Detail	Examples
Behaviour Management	Understand and implement the school's behaviour management policy
SEND	Understand and support the differences in children and adults
Curriculum	Understanding of the learning experience provided by the school Good understanding of the school curriculum
Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
Health & Wellbeing	Understand the importance of physical and emotional wellbeing

Responsibilities

Detail	Examples
Organisational skills	Able to prioritise and manage workload Good organisational skills Ability to remain calm under pressure
Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom

Time Management	Ability to manage own time effectively
Creativity	Ability to follow instructions, contributing ideas to improve systems Demonstrate creativity and an ability to resolve routine problems independently

General

Detail	Examples
Equalities	Demonstrate a commitment to equality
Health & Safety	Basic understanding of Health & Safety
Child Protection	Understand and implement child protection procedures
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
CPD	Be prepared to develop and learn in the role