



# Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

## Kents Hill Park School

## Person Specification – Learning Support Advisor

		Essential	Desirable	A/I/R
<b>Qualifications</b>	NVQ2 for Teaching Assistants or equivalent qualifications or experience	X		A
	Good basic education with proficiency in numeracy, literacy and ICT.	X		A
<b>Skills/Experience</b>	Significant experience of working with individual pupils and groups of pupils in a classroom setting.		X	A
<b>Planning and organising work</b>	Working with the teacher to ensure preparations are made within the classroom for all learning activities.	X		IR
<b>Planning capacity and resources</b>	Ensure adequate resources are available for planned activities.	X		IR
<b>Influencing and interpersonal skills</b>	Encouraging inclusivity and engagement in all learning.	X		IR
	Ensuring all communications are tailored to suit the individual child.		X	IR
<b>Using initiative</b>	Using agreed techniques and processes to deal with day to day issues and problems in a confident and creative manner.		X	IR
<b>Working independently</b>	Able to manage individuals and small groups of learners independently.		X	IR
<b>Managing people</b>	Co-operative working with all colleagues.	X		IR
<b>Managing resources</b>	Keeping accurate records when required.		X	IR
	Use and safekeeping of equipment.		X	IR
<b>Managing risk</b>	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X	IR
<b>Managing oneself</b>	Ability to manage and prioritise own workload and tasks.	X		AIR
	Awareness of opportunities for professional self-improvement.		X	IR
<b>First Aid</b>	First Aid trained or willing to be trained	X		<b>AIR</b>

A - Application form

I - Interview

R - References



Web: [www.kentshillpark.school](http://www.kentshillpark.school) Email: [office@kentshillpark.school](mailto:office@kentshillpark.school) Telephone: 01908 533290

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Kents Hill Park School is committed to safeguarding children.