



# ARTHUR MELLOWS VILLAGE COLLEGE



## PERSON SPECIFICATION – HIGHER LEVEL LEARNING SUPPORT ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
5 or more GCSEs at Grade 4 (or equivalent qualification) including Maths and English.	✓	
Training/qualification in Special Educational Needs		✓
<b>EXPERIENCE</b>		
Experience of working with children or young adults with learning difficulties.	✓	
Ability to teach individuals or small groups in literacy teaching	✓	
Ability to react to situations appropriately and follow procedures.	✓	
Interest in and knowledge of difficulties faced by individuals and strategies to modify these	✓	
Interest in developing positive relations	✓	
Interest in developing and broadening children's educational experiences	✓	
Ability to organise and manage learning environments and relevant resources		✓
Experience of leading and supervising an individual or team		✓
Experience in Literacy / Numeracy instruction of small groups.		✓
Exam Special Arrangements training		✓
<b>SKILLS</b>		
Ability to relate to children, young adults and adults.	✓	
Ability to lead elements of a team/meetings	✓	
Good communication skills including literacy, numeracy and ICT	✓	
Good communication skills in English	✓	
Interest in student welfare and respect for the difference in people	✓	
Tact and diplomacy	✓	
Good time management and organisational skills	✓	
Ability to meet parents and other professionals	✓	
Ability to work flexibly and attend identified academic meetings	✓	
Ability to plan and deliver learning activities and national learning strategies	✓	
Potential to change attitudes and question own values		✓
Ability to train others		✓
Ability to prioritise and judge relative significance of conflicting demands	✓	
Ability to assess the needs of a student and feedback to students / parents / teachers / other professionals levels and progress	✓	
Ability to lead meetings	✓	
<b>KNOWLEDGE</b>		
Understanding of the workings of a school and Special Educational Needs (SEN) department.	✓	
Knowledge of SEN including specific difficulties.	✓	

Knowledge of safeguarding procedures.	✓	
Experience of working with students with a wide range of difficulties.		✓
Experience of Exam Special Arrangements.		✓
Experience of standardised assessment tools – literacy / processing		✓
Key Stage 3, 4, 5 SEN knowledge.		✓
<b>DISPOSITION</b>		
Enthusiasm and warmth.	✓	
Team player.	✓	
Sense of humour.	✓	
Forward thinking		
Flexible.	✓	
Confident	✓	
Enjoys a challenge	✓	
Ability to remain calm under pressure	✓	
Anti-discriminatory and aware of prejudice	✓	
Have initiative	✓	
Empathy	✓	
Calmness	✓	
Confidentiality	✓	
Proactive	✓	
Well Organised	✓	
Commitment to training	✓	
Willing to learn and evaluate practise	✓	
Willingness to seek advice and support	✓	
Ability to think 'out of the box'	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.