



Arden Academy

Person Specification – Learning Support Assistant

| | Essential | Desirable | Methods of Assessment |
|-----------------------|---|---|---|
| Qualifications | <p>Good levels of competency in literacy & numeracy</p> <p>A minimum of 5 GCSE's, or equivalent, to include English & Maths at Grade C/Grade 4</p> | <p>Evidence of Further Education e.g. A Levels, Degree</p> <p>Level 2 or 3 Teaching Assistant Qualifications or Supporting Teaching & Learning in School Certificate (Level 3), or willingness to work towards this, or Graduate qualification to enable support to be given to a subject within the school</p> | <p>Application</p> <p>Qualifications – original certificates must be provided</p> |
| Experience | <p>Experience of working with children with a range of learning difficulties</p> <p>Experience of using interpersonal skills to work through difficult situation</p> | <p>Experience of working in a learning environment such as a learning centre or school/college</p> <p>Experience of ICT packages i.e., Word, PowerPoint, SIMS, Google</p> | <p>Application</p> <p>References</p> <p>Interview</p> |
| Knowledge | <p>Knowledge of special needs and the types of problems students are likely to face</p> <p>Knowledge of the secondary education system</p> | <p>An understanding of the challenges faced by children with recognised difficulties such as Autism, Asperger's, ADHD, Dyslexia etc.</p> | <p>Application</p> <p>References</p> <p>Interview</p> |
| Skills | <p>Ability to write clearly and concisely</p> <p>Ability to use basic technology</p> <p>Ability to engage and motivate students</p> <p>Ability to orally communicate effectively with a range of audiences</p> <p>Accurate and fluent written communication skills</p> <p>Effective time management skills which allow students to complete set activities at an appropriate pace</p> | <p>Awareness of the Code of Practice</p> | <p>Application</p> <p>References</p> <p>Interview</p> <p>Practical Task</p> |
| Other | <p>Enhanced DBS clearance</p> <p>Willingness to undertake First Aid</p> | | <p>Interview</p> <p>References</p> |

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| | <p>Training in order to act as First Aider within school</p> <p>Willingness to comply with all School and Trust policies</p> | | |
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