



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>

	Training in order to act as First Aider within school		
	Willingness to comply with all School and Trust policies		