



**Arden Academy**  
**Person Specification – Leader of Learning Support**

	<b>Essential</b>	<b>Desirable</b>	<b>Methods of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good levels of competency in literacy &amp; numeracy</li> <li>• A Levels or equivalent</li> <li>• Level 2 or 3 Teaching Assistant Qualifications or Supporting Teaching &amp; Learning in School Certificate (Level 3) or relevant Graduate qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Further Education e.g., Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children with a range of learning difficulties</li> <li>• Experience of using interpersonal skills to work through difficult situations</li> <li>• Experience of leading a team or individuals</li> <li>• Experience of working within a school or other educational environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of ICT packages i.e., Word, PowerPoint, SIMS/Google</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of special needs and the types of problems students are likely to face</li> <li>• Knowledge of the secondary education system</li> <li>• An understanding of the challenges faced by children with recognised difficulties such as Autism, Asperger's, ADHD, Dyslexia etc.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Code of Practice</li> <li>• Ability to write clearly and concisely</li> <li>• Ability to use technology to ensure the department is effectively run statutory returns are completed on time</li> <li>• Ability to engage and motivate pupils</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> <li>• Practical Task</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Willingness to undertake First Aid Training in order to act as First Aider within school</li> <li>• Willingness to comply with all School and Trust policies</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>