

## PERSON SPECIFICATION

### Learning Support Assistant

Attributes	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in childcare (or willingness to work towards a qualification if not already held)</li> <li>GCSEs at grades 9-4 (A*-C including English and Maths)</li> <li>Experience of working with children</li> </ul>	
Skills and Knowledge	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Skills and expertise in understanding the needs of all students</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students</li> <li>Excellent verbal communication skills</li> <li>Active listening skills</li> <li>The ability to remain calm in stressful situations</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Enjoyment of working with children</li> <li>Sensitivity and understanding, to help build good relationships with students</li> <li>A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding student's wellbeing and equality</li> </ul>	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) Data Protection Act (1984 & 1998)