



***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Notre Dame High School Person Specification**

**Job Title: Level 2 Learning Support Assistant**

<b>Specification</b>	<b>Criteria</b>	<b>Evidenced by</b>
	<b>Essential Desirable</b>	<b>Application Interview References</b>
<b>Knowledge, skills &amp; experience</b>		
Understands the SEN Code of Conduct and its practical application	<b>E</b>	<b>Application Interview</b>
Previous experience of working with children	<b>E</b>	<b>Application Interview References</b>
Previous experience of working with children with additional needs or relationship seeking behaviour	<b>D</b>	<b>Application Interview References</b>
Proficient computer skills, Microsoft packages	<b>D</b>	<b>Application Interview</b>
Strongly developed organisational skills	<b>E</b>	<b>Application Interview References</b>
Ability to think on feet, work on own initiative and find solutions to problems	<b>E</b>	<b>Application Interview References</b>
Good interpersonal skills with strong two - way communication	<b>E</b>	<b>Application Interview References</b>
Ability to prioritise own work to meet deadlines and ensure most effective use of time	<b>E</b>	<b>Application Interview References</b>
Ability to work as a member of a team and be accountable	<b>E</b>	<b>Application Interview References</b>
Ability to inspire, motivate others and build confidence in the classroom	<b>E</b>	<b>Application Interview References</b>
Ability to handle conflict and change with optimism and resilience	<b>E</b>	<b>Application Interview References</b>
Ability to make a positive contribution to the wider life and ethos of the school	<b>E</b>	<b>Application Interview</b>
<b>Personal qualities, values and attributes</b>		
Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with additional barriers	<b>E</b>	<b>Application Interview</b>
Desire to work with pupils with challenging and sometimes aggressive behaviour	<b>E</b>	<b>Application Interview</b>

Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	<b>E</b>	<b>Application Interview</b>
Demands ambitious standards for all students; belief in the potential of everyone to learn and develop	<b>E</b>	<b>Application Interview</b>
Values all children equally	<b>E</b>	<b>Application Interview</b>
Conducts oneself with humour, diplomacy and integrity	<b>E</b>	<b>Interview</b>
Motivation to work in a school with children and young people	<b>E</b>	<b>Application Interview</b>
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	<b>E</b>	<b>Application Interview</b>
<b>Subject / post specific requirements</b>		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	<b>E</b>	<b>Application</b>
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	<b>E</b>	<b>Application Interview</b>



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**Notre Dame High School Person Specification**

**Job Title: Level 3 Learning Support Assistant**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
<b>Knowledge, skills &amp; experience</b>		
Understands the SEND Code of Practice and its practical application for supporting pupils with additional needs	E	Application Interview
Experience working with children in a school or educational setting	E	Application Interview References
Experience supporting children with SEND, particularly cognition & learning, social emotional & mental health or communication & interaction needs	E	Application Interview References
Experience delivering structured interventions (e.g. Fresh Start, Dyslexia Gold, Language for Behaviour and Emotions, Zones of Regulation)	D	Application Interview
Knowledge of key SEND areas relevant to the role (e.g. dyslexia, MLD, autism, DLD, social communication difficulties)	E	Application Interview
Ability to record, monitor, and report on intervention progress and pupil development	E	Application Interview
Ability to communicate effectively with stakeholders	E	Application Interview
Knowledge of ordinarily available teaching strategies and reasonable adjustments, including use of practical tools such as sand timers, visual schedules, and sensory resources to support engagement and regulation	D	Application Interview References
Proficient computer skills, including use of Microsoft packages for intervention tracking and resources	E	Application Interview References
Strong organisational skills to plan and deliver interventions effectively	E	Application Interview References
Ability to think on feet, work independently, and find solutions to problems	E	Application Interview References
Excellent interpersonal skills with strong two-way communication	E	Application Interview References
Ability to prioritise work to meet deadlines and ensure effective use of time	E	Application Interview References
Ability to work collaboratively as part of a team and take accountability	E	Application Interview References
Ability to motivate and build confidence in students with additional needs	E	Application Interview
Ability to handle conflict, emotional needs, and change with optimism and resilience	E	Application Interview

Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
<b>Personal qualities, values and attributes</b>		
Promote an ethos and culture that supports the school's SEND vision and promotes good outcomes for students	E	Application Interview
Desire to work with pupils who may present with challenging behaviour, learning difficulties, or social communication needs	E	Application Interview
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Demands ambitious standards for all students; belief in the potential of everyone to learn and develop	E	Application Interview
Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
<b>Subject / post specific requirements</b>		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview