



Manor School  
Chamberlayne Road, Kensal Rise,  
London, NW10 3NT

020 8968 3160  
enquiries@manor.brent.sch.uk



## Person Specification – Learning Support Assistant

### Please note

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		method of assessment		
		application form	interview	test
<b>1. Experience</b>				
(a)	Previous successful experience in working with or caring for children with special needs	*	*	
(b)	Experience in the care and education of children who are chronologically or developmentally younger than the chronological age.	*	*	
(c)	Experience of observing, monitoring and evaluating children's progress.	*	*	
<b>2. knowledge</b>				
(a)	Alternative communication systems i.e. PECs, Makaton	*	*	
(b)	Understanding of basic learning strategies (basic English and Maths should be of a good standard)	*		
(c)	Understanding of key principles of child development and learning.	*		
(d)	Good knowledge of child protection and Health and Safety procedures	*	*	
<b>3. skills</b>				
(a)	Evidence of commitment to continuous learning within a learning environment.	*	*	
(b)	Verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*		*
(c)	Numeracy skills appropriate to the learning levels of the target pupil groups.	*		*



The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.



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**Rise**  
**Partnership**  
**Trust**  
Love • Learn • Laugh

(d) Ability to communicate clearly and positively with all	*	**	
<b>4. ABILITIES</b>			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.		*	
(e) Ability to work on own initiative and to prioritise between conflicting demands.		*	
(f) Ability to follow teachers direction/plan	*	*	*
<b>5. education and professional qualifications essential to the post</b>			
(a) NVQ level 2 for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience.	*		
<b>6. equal opportunities relevant to the post (mandatory)</b>			
Understanding and commitment to the Trust's Equality policy.	*	*	



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