# FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

# PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT

|  |  |  |
| --- | --- | --- |
| FACTOR | ESSENTIAL | DESIRABLE |
| **KNOWLEDGE AND EXPERIENCE** | * Recent experience of working with children between the ages of 4 and 11 years * Knowledge and understanding of how children learn * Able to monitor and record pupil progress * IT proficient and able to use basic software packages including Word * Competent to work with a group of children with some supervision from the teacher | * Knowledge and understanding of the requirements of the Early Years Foundation Stage / Key Stage 1 and/or Key Stage 2 curriculum * Experience of monitoring and recording pupil progress * Proficient with a range of computer software * Competent to work with individuals, groups of children and at times, for short periods, the whole class without direct supervision from the teacher |
| **QUALIFICATIONS AND ATTAINMENTS** | * Basic literacy and numeracy skills * Commitment to personal professional development | * NVQ or other relevant qualifications in supporting children’s learning * Possession of specialist qualification or skill * Evidence of personal training and professional development |
| SPECIAL APTITUDES | * Ability to work independently and with initiative * Ability to work as part of a team * Ability to maintain high standards of pupil behaviour within a firm, sensitive and empathetic approach * Good self-organisation skills * Ability to be professionally discrete and respect confidentiality * Ability to manage stressful situations if working with a child with complex and demanding needs * Empathy with children and ability to motivate and encourage * Commitment to inclusion and supporting the holistic development of all children | * First aid skills * Safeguarding training * Health and safety training |
| **PERSONAL QUALITIES** | * Good communication skills to include effective communication with all members of the school community and, where required, organisations external to the school * High standards of personal presentation commensurate with the professional expectations of the school environment * Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of people * Kind, friendly and cheerful personality * Calm, patient manner * Enthusiastic * Trustworthy * Resilient * Ability to be flexible and adaptable |  |