# FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

# PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT

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| 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
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| **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
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| 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
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| **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
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