

PERSONNEL SPECIFICATION - LEARNING SUPPORT ASSISTANT

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Where?</u>
Experience		<p>Experience of working with children</p> <p>Experience of working in school.</p> <p>Experience of working with SEN pupils.</p> <p>Experience of working in a creative/practical subject.</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>
Knowledge	<p>Clear understanding of the importance of absolute confidentiality</p>	<p>How schools and colleges operate</p> <p>Good general knowledge of subjects supported, and an understanding of the health and safety issues associated with the use of materials and equipment</p> <p>Knowledge of/interest in Science</p>	<p>Interview</p> <p>Application form</p> <p>Application form</p>
Application	<p>Well-constructed application which clearly addresses the requirements of the job details.</p> <p>Clearly a specific application for the post.</p>		<p>Application form</p> <p>Application form</p>
Skills	<p>Good literacy and numeracy skills.</p> <p>Ability to welcome and respond to change.</p>	<p>First Aid qualification</p> <p>Computer literate. Ability to produce documents and various texts for use in class and throughout departments.</p>	<p>Application form</p> <p>Interview</p>

	<p>Ability to form good relationships with pupils and colleagues.</p> <p>Good organisational skills</p> <p>Ability to work without direct supervision.</p> <p>Ability to work as part of a team.</p> <p>Good communication skills, written, verbal.</p> <p>Knowledge and awareness of equal opportunities and multi-cultural issues</p> <p>Ability to keep accurate records.</p> <p>Well organised and methodical. Ability to meet deadlines against competing demands.</p>		<p>References</p> <p>References</p> <p>References/Interview</p> <p>References/Interview</p> <p>Application Form Interview</p> <p>Application form Interview</p>
Motivation	<p>Evidence of good health, attendance and punctuality.</p> <p>Self-motivated, ability to work with minimum supervision and within the context of supporting teaching staff.</p>	<p>Willingness to undertake Cover Supervisor duties if required</p>	<p>Reference</p> <p>Interview</p>
Temperament	<p>Evidence of a sense of humour, commitment and enthusiasm.</p>		<p>Reference/Interview</p>

Andrew Morris/Lisa Gammon
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