

**POST: Higher Level Learning Support Assistant**

ATTRIBUTE	ESSENTIAL	How identified*	DESIRABLE	How identified*
Qualifications and Training	Grade 5 or above at GCSE (or equivalent qualification in) English and Maths.	A	Training/qualification in Special Educational Needs	
Experience	Experience of working with children or young adults with learning difficulties	A,I,R	Ability to organise and manage learning environments and relevant resources	A,I,R
	Ability to teach individuals or small groups in literacy teaching	A,I,R	Experience of leading and supervising an individual or team	A,I,R
	Ability to react to situations appropriately and follow procedures	A,I,R	Experience in Literacy / Numeracy instruction of small groups.	A,I,R
	Interest in and knowledge of difficulties faced by individuals and strategies to modify these	A,I,R	Exam Special Arrangements training	A,I,R
	Interest in developing positive relations	A,I,R		
	Interest in developing and broadening children's educational experiences	A,I,R		
Knowledge	Understanding of the workings of a school and Special Educational Needs (SEN) department.	A,I,R	Experience of working with students with a wide range of difficulties.	A,I,R
	Knowledge of SEN including specific difficulties.	A, I,R	Experience of Exam Special Arrangements.	A,I,R
	Knowledge of safeguarding procedures.	A, I,R	Experience of standardised assessment tools – literacy / processing	A,I,R
			Key Stage 3, 4, 5 SEN knowledge.	A,I,R
Skills	Ability to relate to children, young adults and adults	A,I,R	Potential to change attitudes and question own values	A,I,R
	Ability to lead elements of a team/meetings		Ability to train others	
	Good communication skills including literacy, numeracy and ICT		Ability to prioritise and judge relative significance of conflicting demands	
	Good communication skills in English			

Person Specification

ATTRIBUTE	ESSENTIAL	How identified*	DESIRABLE	How identified*
Skills	<p>Interest in student welfare and respect for the difference in people</p> <p>Tact and diplomacy</p> <p>Good time management and organisational skills</p> <p>Ability to meet parents and other professionals</p> <p>Ability to work flexibly and attend identified academic meetings</p> <p>Ability to plan and deliver learning activities and national learning strategies</p>	A,I,R	<p>Ability to assess the needs of a student and feedback to students / parents / teachers / other professionals levels and progress</p> <p>Ability to lead meetings</p>	A,I,R
Disposition	<p>Enthusiastic, Warmth</p> <p>Team Player</p> <p>Forward thinking</p> <p>Sense of humour</p> <p>Flexible</p> <p>Confident</p> <p>Enjoys a challenge</p> <p>Ability to remain calm under pressure</p> <p>Anti-discriminatory and aware of prejudice</p> <p>Have initiative</p> <p>Empathy</p> <p>Calmness</p> <p>Confidentiality</p> <p>Proactive</p> <p>Well Organised</p>	A,I,R	<p>Commitment to training</p> <p>Willing to learn and evaluate practise</p> <p>Willingness to seek advice and support</p> <p>Ability to think 'out of the box'</p>	A,I,R

How Identified: Key A = Application, R = Reference, I = Interview