

**Willow Tree Primary School**  
**Person Specification**  
**Learning Support Assistant (Additional Resource Provision)**

<b>Job title:</b>	Learning Support Assistant	<b>Ealing Grade: 5</b>
<b>School:</b>	Willow Tree Primary School	
<b>Line manager:</b>	ARP Lead	
<b>Supervisory responsibility:</b>	None	
<b>Hours:</b>	31.25 hours per week	

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*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

### **Essential Requirements**

#### ***Education and Experience***

1. Excellent numeracy and literacy skills.
2. Experience of working with relevant age groups within a learning environment.
3. Experience of working with children with additional needs and/or ASD.
4. Experience of general clerical/administrative work.
5. Training in relevant strategies and approaches within the field of Special Education Needs.
6. NVQ Level 3 or educated to degree level.

#### ***Knowledge, Skills and Abilities***

7. Ability to work well as part of a multidisciplinary team.
8. Ability to work with individual children and small groups following programmes and instructions given by teacher, as well as using own initiative.
9. Able to use basic ICT including computer, audio, video equipment, learn-pads/ I pads and photocopier.
10. Good keyboard skills and knowledge of ICT packages, internet searches and locating appropriate IT programmes and activities for children.
11. An understanding of classroom roles and responsibilities in the Additional Resource Provision and in the main school classrooms.
12. Good working knowledge of national curriculum and other relevant learning programmes.
13. An ability to understand the principles of child development and learning processes and in particular barriers to learning.
14. Ability to follow specific programmes in place for individual children, e.g., speech and language therapy, occupational therapy.
15. Ability to relate well to children, building positive and communicate relationships.

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16. Ability to relate well to adults developing good relationships with staff and maintaining strong team and work ethic.
17. Ability to understand the roles of parents and carers in pupil learning and ensuring consistency between school and home. Ability to liaise with parents and carers sensitively and effectively.
18. Ability to observe, monitor and provide constructive feedback on pupils progress throughout the school day, across all adults working with the child.
19. Ability to provide necessary personal care to children including toileting, eating and personal hygiene.
20. Ability to demonstrate good behaviour management strategies, remaining calm and positive when working with children displaying difficult and challenging behaviours.
21. To be able to manage difficult behaviours in a calm and non-judgemental way, following school guidance, and individual behaviour management plans.
22. Ability to promote a positive and willing attitude in the integration of children from the Additional Resource Provision into the main school classes.
23. Ability to problem solve and adopt a positive, can-do attitude.
24. Ability and willingness to identify own training needs and participate in training.

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<b>Prepared by:</b> _____	<b>Date</b> /    /
<b>Agreed by:</b> _____	<b>Date</b> /    /

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