

Person Specification

Learning Support Assistant
(Cantonese Speaking)



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Learning Support Assistant (Cantonese Speaking)
School	Coppice Academy
Salary Band/Range	Band C
Responsible to:	Associate Headteacher
DBS Check:	Enhanced DBS required
Special Conditions:	Cantonese Speaking

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Relevant NVQ3 or equivalent recognised qualification</p> <p>A commitment to own continuing professional development</p>	Additional recent, relevant professional development	Application/ Certificates

Skills & Abilities	<p>Effective all-round communicator with good skills in spoken and written English and Cantonese.</p> <p>Ability to work independently and as part of a team, supporting colleagues and contributing effectively</p> <p>Flexible, adaptable to change and reliable</p> <p>Commitment to creating a stimulating and effective learning environment</p> <p>Excellent interpersonal skills</p> <p>Ability to manage and organise time and resources effectively</p>	<p>Computer literate</p> <p>Ability to support with writing and reviewing individual targets.</p>	Application Interview
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Experience & Knowledge	<p>Recent experience of employment or a training placement in a school setting, preferably in KS2</p> <p>Good understanding of child development</p> <p>Knowledge of the Key Stage 1 and 2 Curriculums</p> <p>Knowledge of education policy and legislation and guidance in relation to working with, and the protection of children</p>		Application Interview
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Core Qualities	<p>Respects and values children</p> <p>Warm, friendly nature, able to establish and maintain good personal relationships</p> <p>Enthusiasm, integrity and honesty</p> <p>Commitment to providing high quality education for all children</p> <p>Commitment to equal opportunities</p>		Application Interview
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Other Requirements	<p>Commitment to the protection and safeguarding children</p> <p>Commitment to work with the wider community, parents, governors and other schools</p> <p>Commitment to working within organisational procedures and processes in order to meet required standards for the role</p>	<p>A willingness to become involved in, and support, other aspects of the life of the school</p>	Application Interview
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Compiled/Reviewed by	MG/AB
Date	Dec 2023