Wheelers Lane, Smallfield, Horley, Surrey RH6 9PT

**Tel: 01342 842010**

E-mail: school@burstow.surrey.sch.uk

www.burstowschool.org

Acting Headteacher: Mrs K. Turvey

**LEARNING SUPPORT ASSISTANT**

**Person Specification**

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| **Competencies** |  | **Qualifications** |
|  Good level of written and spoken English.     Numerate.   Basic IT skills.   Able to follow instructions.   Able to plan and prioritise regular and irregular tasks.   Able to clarify and explain instructions to pupil(s).   Able to communicate effectively with pupils.   Able to motivate pupils to learn.   Able to assist with the organisation of the learning environment.   Able to undertake routine tasks under the direction of the teacher or supervisor.   Craft skills.   Able to maintain records and pupil files.   Able to work effectively with adult team members.   Able to maintain confidentiality |  | Good general education. Grade C GCSE Maths and English.  **Ideally -** The core National Occupational Standards for Supporting Teaching and Learning and certain optional standards are relevant to this role. Support Work in Schools Vocational Qualification at Level 2 NVQ Level in Supporting Teaching and Learning at Level 2 |