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  |