



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title: Learning Support
Assistant (Level 2)

Responsible To: Deputy Headteacher through
SENCO

Grade: F (point 7 – 8)

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• Willingness to participate in relevant training and development opportunities	E	Application Form/ Written Reference
• NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience	E	
• Child Protection training	D	
• Training in the literacy/numeracy strategy	D	
• Training in Special Educational Needs strategies	D	
2. Experience	Essential/Desirable	Source of Evidence
• Recent and relevant experience of working with pupils within an education setting, within a specified age range/subject area	E	Application Form/Written Reference/Selection Activity/Formal Interview
• Experience of working in a school environment	D	

3. Professional Skills / Knowledge	Essential/Desirable	Source of Evidence
• Ability to relate well to children and adults	E	Letter of Application/Formal Interview/Selection Activity
• Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	
• Ability to build effective working relationships with all pupils and colleagues	E	
• Ability to promote a positive ethos and role model positive attributes	E	
• Ability to work with children at all levels regardless of specific individual needs	E	
• General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area)	E	
• Experience of resources preparation to support learning programmes	E	
• Effective use of ICT to support learning	E	
• Good communication skills	E	
• Good numeracy and literacy skills	E	
• Be able to maintain confidentiality	E	
• Good listening skills	E	
• The ability to manage behaviour of children in a positive and supportive manner	E	
• Awareness and basic understanding of the school curriculum (within specified age range or subject area)	E	
• General awareness of inclusion, especially within a school setting	E	
• Knowledge of Child Protection	D	
• Equal Opportunities and recognising the nature of the diverse school community	D	
• Understanding of basic technology – computer, video, photocopier etc	D	

4. Personal Attributes	Essential/Desirable	Source of Evidence
• Friendly, approachable and professional manner	E	Letter of Application/Formal Interview/Selection Activity
• Calm approach	E	
• A commitment to working as part of the whole school team and supporting the vision and aims of the school	E	
• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E	
• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	
• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	
• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	E	
• Able to improve their own practice through observations, evaluation and discussion with colleagues.	E	
• Able to demonstrate a commitment to:	E	
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience	E	

5. Safeguarding Children	Essential/Desirable	Source of Evidence
• Able to form and maintain appropriate relationships and personal boundaries with children	E	Selection Activity/Written Reference/Formal Interview
• Has appropriate motivation to work with children and young people	E	
• Has the ability to maintain appropriate relationships and personal boundaries with children and young people	E	
• Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E	
• Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education	E	