

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Level 3 Learning Support Assistant

Specification	Criteria	Evidenced by
	Essential	Desirable
Knowledge, skills & experience		
Understands the SEND Code of Practice and its practical application for supporting pupils with additional needs	E	Application Interview
Experience working with children in a school or educational setting	E	Application Interview References
Experience supporting children with SEND, particularly cognition & learning, social emotional & mental health or communication & interaction needs	E	Application Interview References
Experience delivering structured interventions (e.g. Fresh Start, Dyslexia Gold, Language for Behaviour and Emotions, Zones of Regulation)	D	Application Interview
Knowledge of key SEND areas relevant to the role (e.g. dyslexia, MLD, autism, DLD, social communication difficulties)	E	Application Interview
Ability to record, monitor, and report on intervention progress and pupil development	E	Application Interview
Ability to communicate effectively with stakeholders	E	Application Interview
Knowledge of ordinarily available teaching strategies and reasonable adjustments, including use of practical tools such as sand timers, visual schedules, and sensory resources to support engagement and regulation	D	Application Interview References
Proficient computer skills, including use of Microsoft packages for intervention tracking and resources	E	Application Interview References
Strong organisational skills to plan and deliver interventions effectively	E	Application Interview References
Ability to think on feet, work independently, and find solutions to problems	E	Application Interview References
Excellent interpersonal skills with strong two-way communication	E	Application Interview References
Ability to prioritise work to meet deadlines and ensure effective use of time	E	Application Interview References
Ability to work collaboratively as part of a team and take accountability	E	Application Interview References
Ability to motivate and build confidence in students with additional needs	E	Application Interview
Ability to handle conflict, emotional needs, and change with optimism and resilience	E	Application Interview

Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview
Personal qualities, values and attributes		
Promote an ethos and culture that supports the school's SEND vision and promotes good outcomes for students	E	Application Interview
Desire to work with pupils who may present with challenging behaviour, learning difficulties, or social communication needs	E	Application Interview
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Demands ambitious standards for all students; belief in the potential of everyone to learn and develop	E	Application Interview
Values all children equally	E	Application Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Subject / post specific requirements		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview