



EMPLOYEE SPECIFICATION

POST TITLE: Learning Support Officer

POST NUMBER:

Hours of Work: 35 hours Term Time Only, plus 5 days

Temporary

Permanent

Part Time

Full Time

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Qualifications	Good basic education to GCSE level in literacy and numeracy or the equivalent	NVQ level 3 (or equivalent) in child/education specific learning Commitment to own professional development	Application/Interview Application/Interview
Training/skills	Ability to develop positive working relationships with students and colleagues Assist children on an individual basis but also work as part of a team Support Students so they can effectively access learning and make progress Develop positive and purposeful relationships with parent/carers/families Demonstrate ability to learn and adapt through experience	To have had recent training in Team Teach and/or willingness to undergo the training Medication training First Aid Training Ability to effectively support PE/Sporting activities	Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application

	Essential	Desirable	How Measured During Recruitment and Selection Progress
	<p>Supervise children and adhere to defined standards</p> <p>Liaise and communicate effectively with others</p> <p>Ability to support Students in overcoming barriers to learning with practical strategies</p>		
Experience	Working with vulnerable children in an educational environment	<p>Experience of working in an SEMH setting</p> <p>Delivering outcomes related to an EHCP</p>	<p>Application</p> <p>Application</p> <p>Application</p>
Knowledge & Understanding	<p>Understanding of the barriers to learning that Students face</p> <p>Knowledge of how to support other adults when working in an educational provision</p>	Strategies to overcome specific barriers to learning related to social and emotional needs and mental health	<p>Interview</p> <p>Application/Interview</p>
Teamwork	<p>Ability to work as member of a team</p> <p>Ability to take direction and support others</p>		<p>Interview/Reference</p> <p>Interview/Reference</p>
Working Arrangements and Personal Availability	Flexibility to work alongside subject teachers and leaders and with students of varying abilities		Interview/Reference

Qualities	Calmness Professionalism Enthusiasm Patience Empathy Friendly and approachable		Application/Interview
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Completed by: _____

Signature: _____

Date: _____