



Job Title: Learning Support Assistant

The Endeavour Co-operative Academy

Part of the Keys Co-operative Academy Trust

Job Grade: Scale 4

Person Specification

Experience	• Experience of working with children with special needs (D) • Working effectively as part of a team (E)
Qualifications	• Good literacy and numeracy skills (E) • Literacy and Numeracy qualifications (D) • Good general standard of education (E) • Training in literacy and numeracy strategies (D) • Training/qualification in particular/specialised special needs area (D)
Skills / Knowledge	• Basic knowledge of first aid • Knowledge of general aspects of child development • Understanding of child protection policies and procedures • Knowledge of relevant codes of practice and school policies • Working knowledge of ICT to support learning • To drive school minibus, if qualified
Aptitudes	• Work effectively as part of a team and contributes to group thinking, planning etc. • Effective time management • Build rapport with adults and children • To be flexible • Follow instructions accurately • Use own initiative and work independently • Excellent communication skills with adults and children, verbally and in writing • Motivate, inspire and have high expectations of pupils • Creative approach to problem solving • Ability to adapt quickly and effectively to changing circumstances/situations • Work calmly under pressure • Committed to personal and professional development • Ability to critically evaluate own performance • Awareness of, and commitment to, equalities issues • Ability to record and assess pupil progress/performance, etc. • To attend to physical needs of pupils, e.g. toileting

D = Desirable but not essential

E = Essential



Pre-Employment Check	Definition
Self-Declaration (Spent and unspent convictions)	A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children
CRB Enhanced Level	The CRB (Criminal Records Bureau) check will be sought by ECC before a start date is agreed
ISA Registration – Regulated (Currently subject to Home Office review)	ECC will administer the ISA Register check
References	All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require: • At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer • Reference history covering a minimum of five years employment • A reference from the last employer where the post gave access to children or vulnerable adults Any gaps of 4 weeks or more will be explored by the manager at interview stage. Where appropriate additional character references will be taken up
Medical	All new recruits and employees whose role changes significantly are required to complete a Fitness to Work Declaration
Eligibility / Right to work in the UK	Proof is required and original documentation will be sought i.e. passport or full birth certificate
Regulatory qualifications	Original qualification certificates