St Margaret's
Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU
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Email: admin.stmargarets@dcvst.org

Executive Headteacher: Miss S Finch
Acting Deputy Head of School: Mrs A Henshaw

**Personal Specification**
**Learning Support Assistant**

| General heading | Detail | Examples |
|---|---|---|
| **Qualifications & Experience** | Specific qualifications & experience | Successful experience working with children in a school/early years environment<br>Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience<br>Completion of DCSF induction programme |
| | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| | Literacy | Good reading and writing skills |
| | Numeracy | Good numeracy skills |
| | Technology | Knowledge of basic ICT to support learning |
| **Communication** | Written | Ability to write basic reports |
| | Verbal | Ability to use clear language to communicate information unambiguously<br>Ability to listen effectively |
| | Languages | Overcome communication barriers with children and adults |
| | Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Ability to understand and support children with developmental difficulty or disability |
| | Curriculum | Good understanding of the school curriculum |

***'God's word is a lamp to guide our feet and a light for our path'***
***Inspired by Psalm 119:105***

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| | | Knowledge of literacy/numeracy strategies |
| | Child Development | Good understanding of the general aspect of child development<br>Ability to assess progress and performance |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school<br>Understand and value the role of parents and carers in supporting children |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with a range of adults |
| | Information | Know when, how and with whom to share information<br>Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills<br>Ability to remain calm under pressure |
| | Line Management | Ability to support the work of volunteers and other teaching assistants in the class-room |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |