

**THE SELE SCHOOL
PERSON SPECIFICATION**

Job Title: Learning Support Assistant		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Training	Experience of direct work with children, young people, staff, parents and carers. Good level of education to include GCSE passes in Maths and English	Awareness of strategies to help manage behaviour. HLTA qualification or similar.
Competence Summary (Knowledge, abilities, skills, experience)	Knowledge of children and young people's development, Child Protection and Safeguarding policies and procedures. Able to support learning in classroom environments in a range of subjects. Able to guide students with their reading. Able to guide students with their literacy and numeracy. Flexibility and sensitivity to the needs of a wide range of users in the school. Able to use IT effectively.	Experience working with students in Key Stage 3 and 4. Understanding of student data. Knowledge of various specific learning and behaviour needs. Being able to differentiate and modify work. Able to develop programmes of support for students with identified needs.
Work-related Personal Requirements	Demonstrate good communication skills and the ability to engage positively with children, young people and their families. Excellent organisational, administrative and time management skills including record keeping. Able to use initiative and be able to work effectively as part of a team. Record of high attendance at work. Maintain confidentiality. Honest and reliable with good timekeeping.	You will be able to engage positively and negotiate with professionals from a range of services. Ability to work under pressure and remain calm when dealing with challenging behaviour.
Other Work Requirements	Implement safety practices in all areas. Understanding of Health and Safety.	