



## Person Specification

**JOB TITLE: Learning Support Assistant**

**GRADE: Scale 4.7 – 4.10**

Person Specification	Essential	Desirable
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>○ Of working with individuals with special educational needs or disabilities in a mainstream /SEN setting.</li> <li>○ Of working with individuals who have communication difficulties/disabilities and may communicate their needs by physical means.</li> <li>○ Of contributing to individual's records and annual reviews.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>SPECIAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>○ Ability to follow a written/verbal instruction.</li> <li>○ Ability to be able to record clear and precise observations on students orally or by classroom completing check lists etc.</li> <li>○ Ability to work positively and supportively with students/pupils with complex and learning difficulties</li> <li>○ Ability to develop good, collaborative working relationships with colleagues.</li> <li>○ Demonstrates an understanding or empathy for students with special education needs</li> <li>○ Potential for training in the administration of enhanced medical care and support and the administration of such skills within the context of daily school routines</li> <li>○ To be committed to providing a safe and secure service to the children of the school and to put duty of care for the children above all other considerations.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>OTHER JOB SPECIFIC REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>○ Commitment to the Council's Equal Opportunities Policy and acceptance of your responsibility for its practical application.</li> <li>○ Good attendance and timekeeping record.</li> <li>○ Recent first aid qualifications.</li> <li>○ Ability to deal with pupil basic and intimate health &amp; hygiene needs.</li> <li>○ Willingness/skills to assist in classroom administration duties and preparation of resources.</li> <li>○ Ability to follow verbal and written directions on activities relating to the students.</li> <li>○ Ability to work as a member of a team.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>



<ul style="list-style-type: none"> <li>○ Ability and willingness to respond quickly to the changing needs of the children and school on a short and long term basis by being a flexible worker.</li> <li>○ Ability to work in line with school policies and meet school / national standards.</li> <li>○ Ability to work in line with school policies and meet school / national standards.</li> </ul>	<p>✓</p> <p>✓</p>	
<b>EDUCATION AND TRAINING</b>		
<ul style="list-style-type: none"> <li>○ Ability to demonstrate good literacy skills and write clearly and accurately in order that meaning is understood and conveyed.</li> <li>○ Evidence of further training or experience in a related field.</li> <li>○ Willingness to participate in Training, Professional Development Opportunities.</li> <li>○ Ability to participate in supervision / target setting</li> <li>○ Evidence of education/training to the minimum standard of NVQ3 or equivalent.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>DISQUALIFYING FACTORS</b>		
<p>Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council's Equal Opportunities Policy or the School's Safeguarding Children Safe Recruitment Policy and Procedures.</p>		

The above duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.

This post requires the postholder to be familiar with first-aid, sign/symbol systems such as Makaton, the principle of Portage and an ability to swim and life-saving skills.

### Equalities and Diversity

- Ensure that services are delivered in accordance with the good equalities and diversity practice.
- Ensure that equalities and diversity in mainstreamed in your area of work.

Riverside Bridge School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

This job description will be subject to Annual Review, in consultation with the Headteacher to take into account the changing needs of the school.

**Postholder:**

**Date:**

**Headteacher:**

**Date:**