

# Thomas Jones Primary School

## Person Specification

**Title of Role:** Learning Support Assistant

| Qualifications, knowledge , experience, skills and abilities |  |                     |           |
|--|--|---------------------|-----------|
| Essential (E)<br>or Desirable<br>(D)                         | Requirements   | Assessment Criteria |           |
|  |  | Application Form    | Interview |
| E  | <ul style="list-style-type: none"> <li>Good basic level of education</li> </ul>  | √                   | √         |
| E  | <ul style="list-style-type: none"> <li>Experience of working with young children (in a paid or voluntary capacity)</li> </ul>  | √                   | √         |
| E  | <ul style="list-style-type: none"> <li>Physically able to join in all activities such as PE, playtime duty – as required</li> </ul>  |                     | √         |
| E  | <ul style="list-style-type: none"> <li>Knowledge and understanding of:                             <ul style="list-style-type: none"> <li>The needs of young children</li> <li>Behaviour management strategies</li> <li>The roles played by various adults in child's education</li> <li>Child development and they ways in which children learn</li> </ul> </li> </ul>  | √                   | √         |
| E  | <ul style="list-style-type: none"> <li>Be able to:                             <ul style="list-style-type: none"> <li>Help professional staff to achieve their objectives</li> <li>Work 1:1 with children with additional needs</li> <li>Assist children on an individual basis, in small group and whole class learning</li> <li>Foster independence in a range of situations</li> <li>Supervise children, and adhere to defined behaviour management policies</li> <li>Liaise and communicate effectively with others</li> <li>Demonstrate good organisational skills</li> <li>Reflect on and develop professional practice</li> <li>Contribute to assessment in the form of oral feedback and written comments</li> <li>Make and maintain basic teaching resources</li> </ul> </li> </ul> | √                   | √         |
| E  | <ul style="list-style-type: none"> <li>Ability to communicate positively and effectively with excellent written and spoken Standard English</li> </ul>   | √                   | √         |
| D  | <ul style="list-style-type: none"> <li>GCSE Mathematics and English</li> </ul>   | √                   | √         |
| D  | <ul style="list-style-type: none"> <li>A relevant qualification in Childcare and/or Education</li> </ul>   | √                   | √         |
| D  | <ul style="list-style-type: none"> <li>Being a paid worker in schools, play schemes, creches, midday supervision, after-school clubs or similar</li> </ul>   | √                   | √         |

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| <b>Personality and Values</b>  |
| <ul style="list-style-type: none"><li>• Be warm and have a positive mind set</li><li>• Be flexible and resilient, and assist teachers and senior leaders with whole school priorities when necessary</li><li>• Be hard working, organised and self-motivated</li><li>• Be able to use initiative to prioritise workload without constant supervision</li><li>• Be calm under pressure</li><li>• Have the ability to retain a sense of perspective</li><li>• Adopt a reflective approach to work and undertake training as required in order to fulfil the requirements of the role</li><li>• Demonstrate attributes of discretion, tact and diplomacy</li><li>• Show initiative, drive and commitment to training and on-going improvement</li><li>• Be collegiate and demonstrate good interpersonal skills, taking on-board advice and guidance</li><li>• Have the ability to build a strong rapport with the pupils they work with</li><li>• Be fully compliant with the statutory requirements of legislation including a commitment to safeguarding</li></ul> |

