



Person Specification Learning Support Assistant

This is a position with the Personalised Learning Centre team, working with the school to assist in the educational support, inclusion and social development of students with special educational needs.

General Profile

To meet the needs of this post the ideal candidate will have excellent communication skills, a good level of education, proficient IT skills and an understanding of engaging young people in order for them to achieve their full potential.

In terms of personality, common sense and a sense of humour are very important.

Education & Training

- Good numerical and literacy skills. GCSEs or equivalent in a broad range of subjects

Professional Experience

- Previous experience of supporting students with special educational needs.
- Proven successful experience in relating to young people.

Skills & Abilities

- Proficient level of ICT skills
- Ability to listen
- Ability to diffuse conflict
- Good judgement and able to use own initiative
- Good communication skills, both verbal and written, with adults and students.
- Ability to follow established procedures
- Ability to maintain appropriate relationships
- Ability to deal with all people (colleagues, parents and students) in a polite and courteous manner, showing firmness, when necessary)
- Ability to work as part of team
- Ability to keep self-motivated
- Ability to maintain issues of confidentiality
- Ability to be well organised and practical

Personal Qualities

- A caring and positive nature
- Trustworthy
- Adaptability, flexibility, promptness, reliability, dedication and commitment
- Ability to work diplomatically and confidentially
- Excellent inter-personal skills
- Ability to display calmness under pressure
- Willingness to develop professionally and to participate in further training offered by the school, to further knowledge