

**Ripplevale School**  
**Learning Support Assistant - Person Specification**

Description	Essential	Desirable	Evidence
<b>Qualifications and training</b>	Good levels of competency in literacy & numeracy, at Grade C or above, or an equivalent qualification	<p>At least 5 GCSE's A* - C grade including English or equivalent qualification</p> <p>Experience of working in a Special School</p> <p>Evidence of relevant further learning and/or qualifications</p>	Application form
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<p>Experience of communicating in an appropriate, concise and accurate manner both written and orally</p> <p>Adaptable and flexible approach to working</p> <p>Ability to work as a proactive member of a team</p> <p>Ability to communicate effectively with a range of professionals</p> <p>Ability to use own initiative</p> <p>Ability to use ICT systems and maintain accurate documents</p> <p>To follow the GDPR regulations adhering to confidentiality of information sharing</p> <p>Good organisational and time management skills</p> <p>Ability to establish and develop supportive relationships and children and young people with special needs including ASD</p> <p>To assist in the learning of young people with ASD</p>	<p>ASD specific training or evidence of further training in aspects of working with young people with SEND</p> <p>Experience of other ICT packages</p> <p>First Aid at work qualification or willingness to undergo training</p> <p>Working knowledge of programmes such as e-mail, computerised diary/calendar, word, excel</p>	Application form Interview process References

<p><b>Work related personal requirements</b></p>	<p>Committed to equality of opportunity Ability to work calmly and with patience Good sense of humor</p>	<p>Full clean driving licence</p>	<p>Application form Interview References</p>
<p><b>Special requirements</b></p>	<p>Committed to safeguarding and promoting the welfare of children No adverse criminal record Good attendance and timekeeping record A willingness to actively improve yourself by developing new skills and knowledge, and learning from past experience</p>		<p>Application form Interview References DBS and medical history clearance</p>

*Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.*