

Ripplevale School
Learning Support Assistant - Person Specification

| Description | Essential | Desirable | Evidence |
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| Qualifications and training | 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 |
| Competence Summary (Knowledge, abilities, skills, experience) | <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 |

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| <p>Work related personal requirements</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>Special requirements</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.