

Ripplevale School

Learning Support Assistant Person Specification

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

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|  | Knowledge of ICT |  |  |
| Work related personal Requirements | Committed to equality of opportunity  Ability to work calmly and with patience | Full clean driving licence | Application form Interview References |
|  | Good sense of humour |  |  |
| Special Requirements | Committed to safeguarding and promoting the welfare of children  No adverse criminal record  Good attendance and timekeeping record |  | Application form Interview References **CRB** and medical history  clearance |
|  | A willingness to actively improve yourself by developing new skills and knowledge, and learning from  past experience |  |