

## Person Specification: Learning Support Assistant / Learning Mentor

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of working with pupils in a school environment at Primary or Secondary school level Educated to NVQ Level 3 in learning support or equivalent qualification/experience Knowledge of, or qualification in, First Aid	✓	✓ ✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write reports, letters etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Negotiating	Able to negotiate effectively with students and their families and carers and other adults	✓	
Working with Children and Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
SEN	Ability to understand and support students with social, emotional and mental health needs Successful completion of training to support SEN	✓	✓
Detail		Essential	Desirable
Curriculum & Assessment	Detailed understanding of the school/college curriculum Good working knowledge of literacy/numeracy strategies Ability to assess progress and performance accurately		✓ ✓ ✓



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Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing Ability to assess progress and performance of pupils and to recommend appropriate strategies to support development	✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers	✓	
	Ability to work with parents and carers to improve support for children	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families/carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
Responsibilities			
Organisational skills	Good organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
General			
Detail		Essential	Desirable
Equalities	Awareness of and promotion of equality	✓	



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Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understand and implement the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	✓ ✓	

## APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete the application form available from:

[www.thriftwoodschool.com](http://www.thriftwoodschool.com)

[www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)