

Ernest Bevin College
Personal Specification – Learning Support Assistant
Scale 1c 36 hours per week term time only (£15,533 to £15,869)

Reporting To : Head of Inclusion

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Graduate 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Effective use of ICT to support learning • Good organisational skills. • Ability to adapt own approaches to meet the needs of vulnerable and challenging pupils. • Ability to support a range of educational activities. 	<ul style="list-style-type: none"> • Experience of working with vulnerable/ challenging children and young people.
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Ability to maintain good working relationships and play appropriate roles within the team • Flexibility and determination • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies • Commitment to the promotion of equal opportunities • Awareness of responsibility towards the safeguarding of pupils 	
SPECIFIC TO THE POST	<ul style="list-style-type: none"> • To support all teaching staff. • Follow agreed procedures involving pupils. • Contribute to the development and delivery of programmes to enhance learning and educational achievement. • Maintenance of good records and information systems. • Assisting with the setting of pupil targets, and the planning and reviewing of outcomes. • Model positive relationships and interventions with pupils. • Contribute to quality assurance of support provision through current systems. • To be prepared to work flexibly as required. • Contribute to extra curricular activities. 	<ul style="list-style-type: none"> • To develop and maintain appropriate contact with the families and carers of pupils with identified need.