

## Henley Green Primary School

### Person Specification – Higher Level Learning Support Assistant Grade 4

Area	Essential	measured by:
<b>Knowledge:</b>	<p>An understanding of the needs and characteristics of children.</p> <p>An awareness of the difficulties likely to face children with special needs and English as an additional language</p> <p>A good understanding of the EY/National Curriculum</p> <p>An understanding of child development and the way children learn</p> <p>An understanding of the role adults play in children’s learning.</p> <p>An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities.</p>	Job Application and Interview
<b>Skills:</b>	<p>To be able to effectively lead a whole group/ class of children in their learning</p> <p>Skilled in maintaining good relationships</p> <p>To communicate clearly in speech and writing.</p> <p>To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly, etc.</p> <p>To have good organisational skills.</p> <p>To be able to explain tasks simply and clearly.</p> <p>To be supportive, patient and caring.</p>	Interview
<b>Abilities:</b>	<p>To be able to support Learning Support Assistants in their development.</p> <p>To assist children on an individual basis but also as part of a team.</p> <p>To be able to support children who are ill or need toileting.</p> <p>To be able to deal with tasks such as toilet accidents.</p> <p>To be able to deal with situations calmly and efficiently.</p> <p>To be able to assist or organise classroom and equipment set up.</p> <p>To be able to accept authority and supervision and respond appropriately.</p> <p>To be able to conduct yourself in a professional manner at all times – acting as a role model to children and other members of staff through your actions.</p> <p>To demonstrate a friendly but firm manner and to engage effectively with children</p>	Interview
<b>Educational Achievements</b>	Holds a recognized and relevant qualification for an HLTA or is able to meet the standards attached. GCSE Grade C or equivalent in English and Maths essential	Form
<b>Experience:</b>	Experience of working with children in a school setting is essential	Interview
<b>Special Requirements:</b>	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment	

Reviewed: November 2021