

Person Specification – Learning Support Assistant

The Futures Trust and Parkgate School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Headteacher/SENCO
Grade	SEND Learning Support Assistant – Grade 4/HLTA
Hours	35 hours per week – Fixed Term – August 2024
Location	Based at Parkgate Primary School

	Essential Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> NVQ Level 3 for teaching assistants or equivalent qualifications HLTA Qualification Excellent literacy and numeracy skills 	Application
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Good ICT skills and a willingness to engage with new technologies Able to relate well to children and adults Able to work constructively as part of a team and or under own initiative Able to work well and calmly under pressure Able to communicate effectively with pupils, staff and parents 	Application Interview
Experience	<ul style="list-style-type: none"> Experience of working with children in a primary school or similar setting Experience of working with children with specific special needs 	Application
Knowledge and understanding	<ul style="list-style-type: none"> Understanding of relevant codes of practice and legislation Sound knowledge of National Literacy and Numeracy strategies Knowledge and understanding of and proactive approach to Equal Opportunities Understanding of how to monitor and track the progress of pupils 	Application Interview

Personal Qualities	<ul style="list-style-type: none"> • Shares and listens to information, opinions and ideas using a range of effective approaches • Awareness of and respect for the needs of the individual child and their families • Has a genuine concern to secure the educational progress of pupils irrespective of their ability or ethnic, cultural or social background • Has a good punctuality record and an understanding of the impact of staff absence • Hard working and committed • Has a sense of humour, patience and resilience • Has high standards of professionalism • Is self-motivated to complete tasks to the required timescales and quality standards. • A professional role model who is committed to their own professional development and to developing others committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Able to work flexibly, and to attend meetings and INSET days as required 	Application Interview
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Person specification reviewed by: **School Business Manager**
Date: **September 2023**