



# Person Specification

## Learning Support Assistant

| Criteria  | Essential (E) or Desirable (D) | Method of Assessment<br>Application (A)<br>Reference (R)<br>Interview (I) |
|---|--------------------------------|---|
| <b>Education</b>  |                                |   |
| Educated at least to GCSE standard or equivalent  | E                              | A   |
| Excellent literacy and numeracy skills  | E                              | A   |
| Evidence of further training or professional development  | D                              | A   |
| <b>Experience</b>   |                                |   |
| Successful experience of working with young people in a supportive way, e.g. youth groups, sports' teams etc.                 | E                              | A/R/I   |
| Experience of working in the education sector   | D                              | A/I   |
| <b>Knowledge, Skills and Abilities</b>  |                                |   |
| Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile              | E                              | A/I/R   |
| Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation          | E                              | A/I   |
| Ability to implement administrative systems and procedures  | E                              | A/I   |
| Ability to respond appropriately to a range of people, including school staff, parents, and representatives of other agencies | E                              | A/R/I   |
| Ability to deal with sensitive information in a confidential manner   | E                              | A/R/I   |
| <b>Deployment of Resources</b>  |                                |   |
| Experience of working within budget parameters  | D                              | A/R   |

| <b>Personal Qualities</b>  |   |       |
|--|---|-------|
| Practising Christian   | D | A/I   |
| Committed to setting and maintaining high standards for staff and pupils | E | A/I   |
| Committed to education principles which are inclusive of all pupils      | E | A/I   |
| Ability to work with pupils, parents, staff and governors                | E | I/R   |
| Excellent interpersonal and communication skills                         | E | A/I/R |
| Flexible in working practice   | E | R     |

---

Saint Cecilia's Church of England School  
 Sutherland Grove, London SW18 5JR  
 info@saintcecilias.london  
 020 8780 1244  
 www.saintcecilias.london