

SAINT CECILIA'S, Church of England School

Post of Learning Support Assistant

Person Specification

Criteria	Essential (E) or Desirable (D)	Method of Assessment Application (A) Reference (R) Interview (I)
Education		
Educated at least to GCSE level	E	A
Excellent literacy and numeracy skills	E	A
Evidence of further training or professional development	D	A
Experience		
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
Experience of working in a multi-cultural environment	D	A/I
Knowledge, Skills and Abilities		
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 rôle of support staff in underpinning teaching and learning in a school situation	E	A/I
Ability to implement administrative systems and procedures	E	A/R/I
Commitment to the use of Information and Communications Technology for teaching and administration purposes	E	A/R/I
Ability to respond appropriately to a range of people, including school staff, parents, and representatives of other agencies	E	I
Ability to deal with sensitive information in a confidential manner	E	I/R

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Deployment of Resources Experience of working within budget parameters	D	A/R
Personal Qualities Committed, practising Christian Awareness and appreciation of the Anglican tradition Committed to setting and maintaining high standards Committed to education principles which are inclusive of all pupils Ability to work with pupils, parents, staff and governors Excellent interpersonal and communication skills Flexible in working practice	D D E E E E E	A/I A/I A/I A/I I/R A/I/R R