



Person Specification

Learning Support Assistant

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

Personal Qualities		
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@saintceccilias.london
 020 8780 1244
 www.saintceccilias.london