

Ernest Bevin College
Personal Specification – Learning Support Assistant
Scale 1c – Scp2 £18,484
36 hours, Term time only (39 weeks)

Reporting To : SENCO

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Graduate 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Effective use of ICT to support learning and keep records. • Good organisational skills. • Some knowledge of the process of education, learning and progression routes for young people. • Ability to support pupils taking part in a range of educational activities. 	<ul style="list-style-type: none"> • Experience of working with vulnerable/ challenging children and young people.
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Loyalty and commitment to the Principal, pupils, parents and staff of the College. • Energy, enthusiasm and stamina • Flexibility and determination • Ability to work under pressure and meet deadlines. Ability to adapt own approaches to meet the needs of vulnerable and challenging pupils. • To be able to establish positive relationships with pupils, parents, staff and outside agencies • Commitment to the principles of equality. • To have a keen interest in the world of education and a commitment to the future and development of young people. • Awareness of responsibility towards the safeguarding of pupils. • To be able to follow all college procedures and policies. • To be able to maintain effective records. 	<ul style="list-style-type: none"> • Some experience working in education or with young people.
SPECIFIC TO THE POST	<ul style="list-style-type: none"> • To be able develop and maintain appropriate contact with the families and carers of pupils with identified need. • To demonstrate an interest in the needs and progress of the most vulnerable pupils and those with special needs. 	<ul style="list-style-type: none"> • Experience of working with vulnerable young people or those with special needs.