**NORTH KESTEVEN ACADEMY- PERSON SPECIFICATION & ASSESSMENT CRITERIA **

**Post: LEARNING SUPPORT ASSISTANT**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| **EDUCATION & QUALIFICATIONS** |  |  |  |
| GCSE Maths & English 4-9 grade **or** equivalent | **X** |  | **A/C** |
| Qualification/current working knowledge of all aspects of MS Office |  | **X** | **A/C/** |
| Knowledge of Bromcom |  | **X** | **A/C/I** |
| First Aid at Work qualification |  | **X** | **A/C/I** |
| Any other relevant qualification |  | **X** | **A/C** |
| **KNOWLEDGE & EXPERIENCE** |  |  |  |
| Experience of working with young people | **X** |  | **A/I** |
| Knowledge or experience of SEND requirements and procedures |  | **X** | **A/I** |
| Experience in working with a range of different stakeholders | **X** |  | **A/I/R** |
| Knowledge of safeguarding and child protection procedures |  | **X** | **A/I/R** |
| **PROFESSIONAL SKILLS & ABILITIES** |  |  |  |
| Excellent communication skills | **X** |  | **A/I** |
| Excellent interpersonal skills including the ability to resolve conflict and deal with difficult situations | **X** |  | **A/I/R** |
| Ability to work flexibly and to undertake tasks outside of the usual parameters of the post when required | **X** |  | **A/I/R** |
| Ability to use own initiative to resolve a problem  | **X** |  | **A/I/R/T** |
| PERSONAL SKILLS AND ABILITIES |  |  |  |
| Ability to develop positive relationships with a range of different people | **X** |  | **A/I** |
| Ability to work on own initiative within a supportive environment | **X** |  | **A/I** |
| Ability to remain calm and unflustered under pressure | **X** |  | **A/I** |

**Key:**

**A – Application I-Interview C- Certificate T –Task R- References**