

PERSONNEL SPECIFICATION

Job Title	Learning Support Assistant (Level 2)
Band/Job Group	Band C – ESC63
Hours/Weeks	LSA 1:1 (24.15hrs) 9.30 – 3pm Every day / term time only + 5 INSET LSA maternity cover - start Mid Sept 2017 LSA - 1 year fixed term
Thematic Area	Children & Young People's Service
School	The Orchard
Responsible to	Head Teacher
Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	Very good numeracy/literacy skills NVQ Level 2 or equivalent qualification or experience in relevant discipline
Experience	<p>Must have experience of working with Children with Special Educational Needs</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p> <p>Knowledge and understanding of the Children Act</p>
Training	Willing to attend relevant training
Knowledge and skills	<p>Effective use of ICT</p> <p>Use of relevant equipment/resources</p> <p>Knowledge of particular subject/technical area</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Ability to identify own training and development needs</p> <p>Ability to relate well to children and adults</p> <p>Relevant knowledge of First Aid</p>

Circumstances	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post
Disposition	Ability to motivate individuals to perform effectively Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.
Practical and Intellectual Skills	Able to communicate effectively (orally and in writing) Ability to use IT technology
Legal Requirements	Enhanced DBS Clearance Disqualification Declaration Form
Legal Requirements	DBS Clearance This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Registration Requirements:	Yes	No	Description
Is this post a Regulated Activity	X		
Is the Frequently or Intensive test met	X		

DBS Disclosure check only	Yes	No	Eligibility Code
Is this post eligible for an Enhanced DBS check but not registration	X		

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

*indicates area of responsibility for which an SEN Allowance would be paid (delete duty if not appropriate)