



## SMART Multi Academy Trust

### Person Specification – Learning Support Assistant, Level 2

#### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

1	Ability to work independently with pupils
2	Experience of supporting pupils in a learning environment
3	Experience of classroom organisation
4	NVQ Level 2 or 3 for Teaching Assistants or equivalent teaching assistant qualification or experience
5	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency

##### Desirable

6	Experience of advancing progress of pupils within a learning environment
7	Experience working across KS1 and KS2
8	A good working knowledge of phonics and recent training
9	Awareness of SEN Code of Practice
10	Experience working 1-to-1 with SEN pupils
11	Experience assessing and recording attainment and progress

#### Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

##### Essential

1	Experience of using ICT to support pupils in the classroom
2	Able to take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate
3	Able to produce accurate and up to date records and reports
4	Able to undertake observations and assessments of pupils including those with special educational needs
5	Able to undertake routine marking where appropriate
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to contribute effectively to the planning of the teaching programme
8	Committed to achieving further professional development
9	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>▪ motivation to work with children and young people</li><li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li></ul>



	<ul style="list-style-type: none"> <li>emotional resilience in working with challenging behaviours</li> <li>attitude toward use of authority and maintaining discipline</li> <li>able to work in partnership with other agencies</li> </ul>
10	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post

### Desirable

11	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Observed Interactions with Pupils	Yes
Other	No	Paper or Computer Based Task	Yes

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Right to Work Check
5	Medical clearance
6	Two references from current and previous employers (or education establishment if applicant not in employment)