



***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

**Notre Dame High School Person Specification  
Job Title: Learning Support Assistant**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
<b>Knowledge, skills &amp; experience</b>		
Previous experience of working with children with special needs	<b>D</b>	Application Interview
Proficient computer skills, Microsoft packages	<b>E</b>	Application Interview
Strongly developed organisational skills	<b>E</b>	Application Interview
Ability to prioritise work	<b>E</b>	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	<b>E</b>	Application Interview
Good interpersonal skills with strong two way communication	<b>E</b>	Application Interview
Ability to work as a member of a team and be accountable	<b>E</b>	Application Interview
Ability to handle conflict and change with optimism and resilience	<b>E</b>	Application Interview
Ability to make a positive contribution to the wider life and ethos of the school	<b>E</b>	Application Interview
<b>Personal qualities, values and attributes</b>		
Desire to work with pupils with challenging and sometimes physical behaviour	<b>E</b>	Application Interview Refs
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	<b>E</b>	Application Interview
Values all children equally	<b>E</b>	Application Interview
Conducts oneself with humour, diplomacy and integrity	<b>E</b>	Interview
Motivation to work in a school with children and young people	<b>E</b>	Application Interview
<b>Subject / post specific requirements</b>		
Good basic education to GCSE level in literacy and numeracy, or the equivalent	<b>D</b>	Application
Willingness to take part in appropriate training and personal and professional development	<b>E</b>	Interview
Have restraint training and be confident with using this as appropriate	<b>D</b>	Application Interview