



**Hatton School  
& Special Needs Centre**

**‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’**

**PERSON SPECIFICATION**

<b>Post Title : Learning Support Assistant</b>		
<b>Qualifications &amp; Training</b>	<b>Essential/ Desirable</b>	<b>Application(A) Interview(I)</b>
<ul style="list-style-type: none"> <li>GCSE (or equivalent) English and Maths</li> <li>First aid qualification</li> </ul>	E D	A A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working / volunteering with children / young people</li> <li>Experience in a school environment</li> <li>Experience of working / volunteering with children and young people with special educational needs or disabilities</li> <li>Experience of : Team Teach PECS Principles of TEACCH Intensive Interaction</li> <li>Experience of recording clear, precise observations of children.</li> </ul>	E D D D D	A/I A/I A/I A/I A/I
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Ability to read and write clearly and accurately in order that meaning is understood and conveyed.</li> <li>Excellent spoken English</li> <li>IT Skills to include Word, Outlook (emails and attachments), Powerpoint, Photographs and photocopiers</li> <li>Able to deal with children’s basic health and hygiene needs including personal care</li> <li>Willingness to support children on a range of curriculum activities and therapies both in school and the local community</li> <li>Ability to follow verbal and written directions on activities relating to the children.</li> <li>Ability to work positively and supportively with children who exhibit complex and difficult behaviours.</li> <li>Water confidence in swimming activities</li> <li>Willingness to drive the school minibus</li> </ul>	E E E E E E E E E D	A/I I A/I A/I A/I I A/I I I
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Ability to work under pressure and remain calm</li> <li>Good interpersonal skills and ability to liaise with parents/ carers and professionals</li> <li>Recognise the skills required to work with a diverse population of both staff and families and be able to adapt to their needs</li> <li>Understand and demonstrate confidentiality</li> <li>Ability to be flexible and work as part of a busy team</li> <li>Ability to work under own initiative and support teachers to work to deadlines</li> <li>General good level of physical fitness</li> </ul>	E E E E E E E	A/I I A/I A/I A/I A/I I
<b>Other Criteria</b>		
<ul style="list-style-type: none"> <li>Excellent punctuality and reliability</li> <li>An understanding of and commitment to Equality and Diversity</li> <li>An understanding of and commitment to Health and Safety</li> <li>A commitment to the safeguarding and welfare of all children and the ability to work within the school’s Safeguarding Policy and procedures</li> <li>The ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues</li> <li>Enhanced DBS check will be required for successful candidate</li> </ul>	E E E E E E	A A/I I A/I I A