

**THE SELE SCHOOL  
PERSON SPECIFICATION**

<b>Job Title: Senior Learning Support Assistant – Literacy Intervention</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualification and Training</b>	<p>Experience of direct work with children, young people, staff, parents and carers.</p> <p>To have led small group interventions.</p> <p>To have worked in a support capacity within a school.</p> <p>Excellent Literacy and skills equivalent to Level 3 in English.</p> <p>Meet Higher Level Teaching Assistant standards.</p> <p>Willingness to undertake further training.</p>	<p>HLTA qualification or similar.</p> <p>Evidence of further professional development and training.</p> <p>Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Knowledge of children and young people’s development, Child Protection and Safeguarding policies and procedures.</p> <p>Able to prepare and lead group interventions in English and social skills.</p> <p>Able to use IT effectively.</p> <p>Being able to differentiate and modify work.</p> <p>Knowledge of various specific learning and behaviour needs.</p>	<p>Experience working with students in Key 2 or 3 and 4.</p> <p>Understanding of student data.</p> <p>Able to develop programmes of support for students with identified needs.</p>
<b>Work-related Personal Requirements</b>	<p>Demonstrate good communication skills and the ability to engage positively with students and their families.</p> <p>Excellent organisational, administrative and time management skills including record keeping.</p> <p>Able to use initiative and be able to work effectively as part of a team.</p> <p>Record of high attendance at work.</p> <p>Maintain confidentiality.</p> <p>Honest and reliable with good timekeeping.</p>	<p>You will be able to engage positively and negotiate with professionals from a range of services.</p> <p>Ability to work under pressure and remain calm when dealing with challenging behaviour.</p>
<b>Other Work Requirements</b>	<p>Implement safety practices in all areas.</p> <p>Understanding of Health and Safety.</p>	