



Mayfield Preparatory School

Person Specification – Specialist Learning Support Assistant

Qualifications and experience	Essential	Desirable
<ol style="list-style-type: none"> 1. Hold GCSE grade C or above (or equivalent) in English and Mathematics 2. Experience of working with children/young people. 3. Experience of working in a school or other educational environment. 4. Experience of supporting VI pupils. 5. Experience of supporting literacy and/or numeracy needs, or dyslexic pupils. 6. Experience and knowledge of using Braille. 7. Other qualifications: e.g. A levels; Level 3; HLTA; degree; NVQ2 for Teaching Assistant. 8. First Aid qualification or willingness to gain one, and be able to provide cover in the school medical room in emergencies. 	<p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p>	<p style="text-align: center;">/</p>
Knowledge and skills		
<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills. 2. Proficiency in using a range of ICT packages; e.g. Microsoft Word and Excel. 3. Excellent interpersonal skills, together with an ability to relate to young people in the school setting. 4. Ability to work constructively as part of a team. 5. Knowledge of behaviour management strategies. 6. Basic understanding of child and cognitive development. 	<p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p>	<p style="text-align: center;">/</p>
Personal qualities		
<ol style="list-style-type: none"> 1. Be pro-active and show initiative. 2. Be diplomatic, tactful and patient. 3. Have a positive, “can-do” attitude. 4. Commitment to the highest standards of child protection and safeguarding. 5. Maintain confidentiality. 	<p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p> <p style="text-align: center;">/</p>	