***Person Specification – LSA 1:1 – Herne View C of E Primary School***

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|  | **Essential** | **Desirable** | **Where will this be evidenced** |
| **Qualifications** | NVQ Level 2 or equivalent  Good basic level of education – Grade C or above in GCSE Maths and English or equivalent  To take on HLTA responsibilities NVQ Level 4 or higher/equivalent | Further specific skills e.g. HLTA, Level 3 NVQ | Application  Documents |
| **Experience** | Experience of working/volunteering in an educational setting | Experience of working with children and young people across the primary age range.  1:1 experience | Application  Interview |
| **Knowledge, Skills and Abilities** | Knowledge and understanding of:   * the needs of young children; * child development and the ways in which children learn; * the roles played by various adults in a child’s education; behaviour management strategies;   Be able to:   * help professional staff to achieve their objectives; * assist children on an individual basis, in small group and whole class work; * foster independence in a range of situations; * supervise children, and adhere to defined behaviour management policies; * liaise and communicate effectively with others; * ensure pupils are learning at every opportunity demonstrate good organisational skills; * reflect on and develop professional practice; * display work effectively, and make and maintain basic teaching resources; |  | Application  Interview  References |
| **Personal skills** | * Calm and organised approach to work under pressure * Adopt a reflective approach to work * Ability to work flexibly to meet the needs of the school * Respond positively to change * Resilience, flexibility and the ability to retain a sense of perspective * Ability to maintain confidentiality at all times * Demonstrates attributes of discretion, tact and diplomacy * Show initiative, drive and commitment to training and on-going improvement * Able to use initiative to prioritise workload without constant supervision * Able to lead and work within a team and the wider community * Demonstrate a co-operative, reliable, ‘can do’ attitude, with good communication skills that allows effective communication at all levels of school staff, governors, pupils and visitors to the school * Fully compliant with the statutory requirements of legislation concerning ‘Safeguarding’ – including Child Protection, Equal Opportunities, Health and Safety, Disability and Inclusion |  | Application  Interview  References |