

**Sir Charles Parsons School**  
**Person Specification – Individual Learning Support Assistant (N4)**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

1	Experience of working with children or young people with special educational needs
2	NVQ Level 2 or 3 for Teaching Assistants or equivalent qualification and experience
3	Level 2 Basic Skills (Literacy or numeracy) or equivalent
4	Basic ICT skills, i.e. ability to use internet explorer and Microsoft Office

**Desirable**

5	Experience of supporting children or young people who have complex health needs
6	Experience of augmentative communications systems
7	Experience of working collaboratively within multi-agency teams, for example, with nursing, physiotherapy and speech and language therapy colleagues

**Part B: Assessment Stage**

Items 1 - 4 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

1	Able to undertake observations and assessments of a designated student's health, welfare and educational needs
2	Able to follow identified healthcare and clinical procedures to ensure that a designated student's health and welfare needs are met
3	Ability to work as part of a class team in supporting and progressing the learning needs of young people who have significant learning difficulties, physical disabilities and complex health needs
4	Able to contribute effectively to the planning of teaching programmes
5	Able to work calmly and methodically following set procedures, to address an individual student's health or welfare need
6	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> </ul>
7	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

**Desirable**

8	Experience of safe moving and handling techniques in supporting students with a physical disability
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9	Experience of delivering intimate care programmes, including mealtime programmes
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	Yes
Use of ICT to prepare resources task	Yes	Structured discussion with staff	Yes

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)