

DUDLEY METROPOLITAN BOROUGH COUNCIL WOLLESCOTE PRIMARY SCHOOL



Person Specification for Full-Time Learning Support Assistant (Level 3)
Date of Implementation – October 2024

Other Grade/Salary

Grade 5 (Scale Point 7-11)

Full time 37 hours per week

39 weeks (term time only)

Working hours 8.00am-4.00pm Monday to Thursday and 8.00am-3.30pm Friday

Salary between £20,971.12pa - £22,932.85pa depending on experience

Experience

- Experience of working as a qualified L3 Teaching Assistant (or higher) within a school setting.
- Experience of working as a qualified L3 (or higher) Teaching Assistant in Key Stage 2.
- Experience of delivering interventions and showing good impact
- Experience of delivering small group reading, phonics, language and handwriting interventions to support children's learning.
- Experience of Talk for Writing and or Kinetic Letters would be an advantage
- Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection and safeguarding.
- Full working knowledge of Key Stage 1 curriculum for reading, writing and maths.
- Understanding of the principles of child development and learning processes.
- Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.

Qualifications/Training

Essential

- Very good numeracy and literacy skills (GCSE A-C)
- NVQ Level 3 childcare/child development/NVQ Level 3 supporting teaching and learning in schools
- Further training or further qualifications post NVQ Level 3 desirable

Practical Skills:

- Confident observing children, assessing children's work and identifying next steps for learning
- Confident establishing relationships with children, parents and staff
- Confident interacting with children and supporting their learning
- Confident sharing ideas and contributing to successful lessons
- Confident using ICT and resources effectively to support learning.
- Effective communication skills.

Personal Qualities and Attributes:

- Passionate about helping young children achieve their best.
- Passionate about the learning environment

- Enjoy teaching reading, writing and maths
- Ability to relate well to children and adults.
- Ability to work constructively as part of a team.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Caring, calm, friendly and patient
- Flexible and open to change
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to manage own time and complete tasks on time
- Ability to work with external professionals to support children.
- Comply with the school's commitment to the protection and safeguarding of children.