

Oakdene Primary School

Person Specification for Level 1 Learning Assistant (Out of School Club)

ATTRIBUTES	LEARNING ASSISTANT (LEVEL 1)	E = Essential D = Desirable
KNOWLEDGE	<p>Awareness and basic understanding of activities to be provided at the Out of School Club</p> <p>Basic awareness of inclusion, especially within an out of School Club Setting</p> <p>Understanding of basic technology e.g. computer, video, photocopier</p>	<p>E</p> <p>E</p> <p>D</p>
SKILLS AND ABILITIES	<p>Ability to work effectively within a team environment, understanding roles and responsibilities</p> <p>Ability to build effective working relationships with all children and colleagues</p> <p>Ability to promote a positive ethos and promote a positive attitude as a role model</p> <p>Numeracy and Literacy skills as required</p> <p>Ability to provide basic administrative support as required e.g. Photocopying children's activities</p> <p>Able to liaise sensitively and effectively with parents and carers.</p> <p>Demonstrate the ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work in accordance with the schools aims</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<b>ATTRIBUTES</b>	<b>LEARNING ASSISTANT (LEVEL 1)</b>	<b>E = Essential D = Desirable</b>
<b>QUALIFICATIONS AND TRAINING</b>	NVQ Level 1	D
<b>EXPERIENCE</b>	Experience of working with and/or caring for children (within specified age range)  Above within an educational setting	E  D
<b>PROFESSIONAL VALUES AND PRACTICE</b>	Must be able to demonstrate all of the following:  Ability to understand, build and maintain successful relationships with pupils and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	
<b>SPECIAL ATTRIBUTES REQUIRED OF THE CANDIDATE</b>	Participate in relevant training and development opportunities  Undertake appointed person certificate in first aid administration  An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E  D  E