



Personal specification NVQ Level 3 Learning Support Officer



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Hold a recognised qualification NVQ level 3 • Competency in English and mathematics 	<ul style="list-style-type: none"> • First Aid Certificate
Training	<ul style="list-style-type: none"> • Evidence of INSET relevant to the primary curriculum framework • Hold any relevant whole school INSET training 	<ul style="list-style-type: none"> • Any personal previous training
Experience	<ul style="list-style-type: none"> • At least two years' experience in supporting children's learning • Confident to work in a range of settings across Foundation, KS1 and KS2 • Working with individuals or groups • Making observational assessments of young children • Updating pupil profiles or record keeping documents • Work collaboratively with colleges as part of a supportive team • Working with children who have special needs/greater depth • Using ICT software to enhance learning 	<ul style="list-style-type: none"> • Have experience of the national primary curriculum in English and Maths across all key stages • Experience of working with children who have specific difficulties in some of the following areas, speech and language, ASD, ADHD, SEAL, And SpLD, MLD, SEMH
Knowledge & understanding	<ul style="list-style-type: none"> • How children learn • How to support children with English and Maths • How to support children with special needs • How to reinforce teaching points during teacher input • How to maintain and audit class resources as needed • How to reinforce concepts as agreed with class teacher • How to assess children's understanding of text and reading skills • How to assess children's understanding of maths concepts • Liaise and feedback to Class Teacher • Liaise sensitively with parents or carers recognising their roles in pupils learning • How to encourage good social skills • Model acceptable behaviour • How to update assessments for personal centre profiles 	<ul style="list-style-type: none"> • To support children through intervention programmes. Cognition & Learning, Communication & Interaction, Social Emotional & Mental Health, Physical & Sensory. • Knowledge of behaviour management • Provide strategies for spelling, reading, number skills



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	<ul style="list-style-type: none">• Liaise with SENCO and outside agencies	
Personal Qualities	<ul style="list-style-type: none">• Confident to review own performance• Demonstrate creativity and imagination showing an ability to adapt teaching and learning styles to meet the needs of the pupil• Be pro-active in offering ideas• Excellent communication skills• To display calmness, empathy and enthusiasm• Demonstrate confidentiality	
Safeguarding	<ul style="list-style-type: none">• Clear commitment to, and understanding of safeguarding legislation and practice	