

## Personal specification NVQ Level 3 Learning Support Officer

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



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