**Person Specification for the post of Learning Support Officer**

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|  |  | **Essential** | **Desirable** |
| **1. Qualifications** | * Minimum of 5 A\* - C GCSE’s (or equivalent) including English and Maths (A, R) * Qualification in supporting Teaching and Learning (A,R) | √ | √ |
| **2. Faith Commitment** | * Sympathetic to the ethos of a Catholic School (A,R) * Practicing Catholic | √ | √ |
| **3. Experience** | * Experience of working within an educational or care setting with adults or young people and a willingness to work in their home environment if needed (A,I,R) * Experience of working with 11-16 year old young people (A,I,R) * Experience of working with students with additional needs or disabilities (A,I,R) * Experience of or willingness to train (A,I,R) | √  √ | √  √  √ |
| **4. Professional Skills** | * Ability to communicate effectively both orally and in writing (A,I,R) * Good planning and organisation skills (A,I,R,T) * ICT literate (A,I,R,T) * Team Skills (A,I,R) * Ability to deal with challenging behaviour (A,I,R) * Ability to act on own initiative (A,I,R) * Ability to motivate and encourage students (A,I,R) * Ability to observe and monitor progress and maintain records (A,I,R) | √  √  √  √  √  √  √  √ |  |
| **5. Personal Qualities** | * Personal presence, enthusiasm and self-confidence (I,R) * Ability to find solutions (I,R) * Good attendance (I,R) * Integrity and sense of fair play(I,R) * Clear thinker (I,R) * Good sense of humour(I,R) * Smart appearance (I,R) | √  √  √  √  √  √  √ |  |

A = APPLICATION I = INTERVIEW R = REFERENCE T = TEST