

# RINGWOOD JUNIOR SCHOOL

## PERSON SPECIFICATION, LEAD LSA AND COVER MANAGER

|                                       | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE                                                                                                                                                                            | EVIDENCE                                                                                                                                             |
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| QUALIFICATIONS AND CAREER DEVELOPMENT | <ul style="list-style-type: none"> <li>NVQ3 for Teaching Assistants or equivalent qualification or experience</li> <li>Meet Higher Level Teaching Assistant standards or demonstrate equivalent transferable skills</li> </ul>                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Evidence of recent professional development</li> <li>Commitment to continuous professional development</li> </ul>                             | <p>Interview and application</p> <p>Interview and application</p>                                                                                    |
| EXPERIENCE                            | <ul style="list-style-type: none"> <li>Leadership and management experience, can include supervision of teams in the workplace</li> <li>Can use IT effectively to support learning</li> </ul>                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Relevant experience in a teaching/learning/child support working environment</li> </ul>                                                       | <p>Interview and application</p> <p>Interview and application</p>                                                                                    |
| KNOWLEDGE AND UNDERSTANDING           | <ul style="list-style-type: none"> <li>Thorough understanding of safeguarding and child protection procedures</li> <li>Working knowledge of national curriculum, and other relevant learning programmes/strategies</li> <li>Excellent literacy/numeracy skills</li> <li>Excellent communication skills and able to clarify and explain instructions clearly</li> <li>Understanding of pupil and staff well-being and mental health issues and responding appropriately</li> </ul> | <ul style="list-style-type: none"> <li>Experience of collation of data an advantage</li> <li>Knowledge and understanding of curriculum development and recent initiatives</li> </ul> | <p>Interview and application</p> <p>Interview and application</p> <p>Interview and application</p> <p>Interview and application</p> <p>Interview</p> |

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| PROFESSIONAL<br>COMPETENCIES     | <ul style="list-style-type: none"> <li>• Professionally discreet and able to respect confidentiality on particular issues</li> <li>• A commitment to ensuring all learners access the curriculum and make progress</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |  | <p>Interview</p> <p>Observation</p>                                                                                                       |
| PERSONAL QUALITIES<br>AND SKILLS | <ul style="list-style-type: none"> <li>• Ability to relate well to children both in and out of the classroom</li> <li>• Reliable, punctual and well organised</li> <li>• Ability to work independently and meet set deadlines</li> <li>• Ability to work as part of a team and form sound relationships with all staff</li> <li>• Self-motivated, confident and enthusiastic with a positive attitude</li> <li>• Effective communicator with pupils, staff, parents and governors</li> <li>• Warm and approachable with a sense of humour</li> <li>• Inspires and motivates others</li> </ul> |  | <p>Observation</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |