

## Employee Specification Form



Post Number	
Job Title	Learning Support Assistant
Department	Sacred Heart Catholic Primary School
Prepared by and date	MG June 2025

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M23)

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Good numeracy/English/IT skills</li> </ul>	App Form	<ul style="list-style-type: none"> <li>Participation in development and training opportunities</li> <li>Evidence of further related training, qualifications or interests</li> <li>First Aid Training</li> </ul>	App Form
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with children with a range of needs</li> </ul>	App Form/ Interview	<ul style="list-style-type: none"> <li>Previous experience of working with children on a 1:1 basis</li> <li>Experience of working with children with challenging behaviours</li> <li>Experience of using restorative behaviour strategies</li> <li>Experience of working within Key Stage 2</li> </ul>	App / Interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Ability to relate well to children and adults</li> <li>A clear passion of working with children</li> <li>Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these roles</li> <li>Awareness of child protection legislation</li> <li>Awareness of confidentiality and data protection</li> <li>Knowledge and understanding of inclusion within the classroom</li> <li></li> </ul>	App/ interview	<ul style="list-style-type: none"> <li>Understanding of Special Educational Needs</li> <li>Understanding of the needs of pupils who have a range of special needs including ASD and SEMH needs</li> </ul>	App form/ interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Be able to use initiative when dealing with difficult situations</li> </ul>	App form		

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc