



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Job Title: Learning Assistant

Pay Scale: NJC Scale Point 3 - 4

Education and Training

Essential Criteria	Desirable Criteria
Level 2 qualifications in English and Mathematics	Any higher qualifications
Level 2 qualification in a relevant subject	Any relevant courses relating to supporting children with learning difficulties or disabilities.
Demonstrable experience of working with or caring for children with special needs and/or disabilities	
First Aid qualification (or the willingness to undertake first aid training)	

Experience & Knowledge

Essential Criteria	Desirable Criteria
Understanding of confidentiality and its boundaries.	Demonstrated experience of assisting teaching in the classroom as a Learning Assistant
Basic IT knowledge and competent in word processing and Excel.	Demonstrated experience of delivering individual or small group sessions as a Learning Assistant
Flexible and responsive – able to address potentially challenging situations by problem-solving and negotiation.	An understanding of the structures and routines of an SEN department in a secondary comprehensive school.

Attitude

Essential Criteria	Desirable Criteria
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
A willingness to work with children with special	

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

educational needs and/or disabilities.	
Enjoy working with children in a respectful and empathetic manner.	
Ability to work using own initiative, to be proactive and work as part of a team.	
Reliable in order to maintain the consistency of expectations and standards.	
Commitment to deliver first class support to staff and pupils within a clearly defined system	
Good interpersonal skills in order to develop positive working relationships with pupils and staff.	
Must be suitable to work with children.	

Physical Ability

Essential Criteria	Desirable Criteria
Physically fit to move around the school, walking, standing and sitting with pupils	
Physically fit to set out and move equipment if necessary, and lift pupils with physical disabilities using equipment provided (eg hoist)	
Ability to carry out break or lunch duties in variable weather conditions	
Ability to help disabled pupils with personal care (eg toileting, feeding)	