

Personal specification NVQ Level 3 Learning Support Officer

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



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