



Employee Specification

Company	Utopia
Job Title	Learning Support Assistant
Responsible to	SENDCo
Prepared by & date	Chris Black, Director – 9 th January 2026

Essential Attribute	Identified by	Desirable Attribute	Identified by
Qualifications			
<ul style="list-style-type: none"> 5 GCSE's A* - C (inc. English and Maths) Teaching/Teaching Assistant qualification 	Application	<ul style="list-style-type: none"> HLTA Qualification First Aid 	Application Application
Experience			
<ul style="list-style-type: none"> Experience working with young people with a range of special needs to achieve positive outcomes. Experience supporting the academic progress of young people in a classroom setting. Experience of engaging vulnerable young people through challenging activities. Ability to manage small groups of young people with a variety of special educational needs. 	Application/ Interview Application/ Interview Application/ Interview	<ul style="list-style-type: none"> Experience of working with young people with social, emotional, and mental health difficulties including emotionally school-based avoidance. Experience working with families of pupils with SEND. Pastoral leadership experience. 	Application
Knowledge			
<ul style="list-style-type: none"> A sound knowledge and understanding of education outside of a mainstream setting. Excellent communication and interpersonal skills. Ability to work independently and as part of a close-knit team. Able to engage young people with a diverse range of needs and implement strategies to overcome barriers to learning. Confidence and competence in using Information and Communication Technology. 	Interview Interview Application/ Interview Application/ Interview	<ul style="list-style-type: none"> Basic knowledge of our core curriculum content inc. PHSE, Physical Education and Preparation for Adulthood. Knowledge of BTEC qualifications. Knowledge of the SEND Code of practice. 	Application/ Interview
Personal attributes			

<ul style="list-style-type: none"> • Approachable, reliable and flexible with an excellent sense of humor • Passion, resilience, and relentless optimism • Ability to work as part of a team and students to help them achieve their potential. • Ability to promote and endorse the Utopia core values and ethos. • A genuine care for young people with SEND. • A genuine understanding of the importance of informality and approachability in working with staff and students. 	Reference/ Interview Reference/ Interview Interview	<ul style="list-style-type: none"> • Desire and passion to improve educational outcomes for disengaged young people. • Active with a willingness to take part in sport and personal development activities. 	Interview
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