



## Employee Specification

<b>Company</b>	Utopia
<b>Job Title</b>	Learning Support Assistant
<b>Responsible to</b>	SENDCo
<b>Prepared by &amp; date</b>	Chris Black, Director – 9 <sup>th</sup> January 2026

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

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