



Beaulieu Village Primary School

Learning Support Assistant Competencies

March 2026

Basic Skills and Competencies

- 1. Empathy with pupils and sympathetic to their needs**
2. Proven Literacy and Numeracy Skills
 - a. GCSE or O-Level equivalent in Mathematics and English
 - b. NVQ Level 2 essential NVQ Level 3 desirable
3. Good communication skills
 - a. Ability to clarify and explain instructions clearly.
 - b. Able to work with groups explaining tasks so that children achieve the learning.
 - c. Successful induction of another member of staff in the use of equipment such as photocopier, laminator or computer program etc.
4. Firm, sensitive approach towards pupil discipline
 - a. Group work is calm and controlled.
 - b. Pupils respond respectfully to requests.
5. Good organisational ability
 - a. The class teacher regularly delegates the preparation of resources for groups.
 - b. Resources are neatly stored and accessible.
 - c. Classroom routines are followed.
 - d. Photocopying tasks are carried out well so that copies are straight, clean, well ordered and in good condition.
 - e. Preparation of resources is completed on time and neatly.
6. Ability to work with the teacher in the delivery of activities
 - a. Teacher is confident that tasks will be carried out according to plan and pupils will attain the planned learning objectives.
 - b. The teacher regularly delegates the teaching of groups or one:one with children with identified SEND.
 - c. The Learning Support Assistant has a good understanding of the objectives for lessons in which she/he is participating (*e.g. looks at planning, asks questions...*).
7. Ability to apply knowledge and understanding from training in practical classroom context and, where necessary, spread techniques and expertise to other staff. *Training here may be a formal programme or instruction from the class teacher or another member of staff.*
 - a. Evidence that training is being applied in the classroom.
 - b. Photocopier skills are applied beyond straight forward copying (*e.g. double sided copying, enlarging and reducing, collating etc*).
8. Flexible in relation to tasks undertaken and groups/children allocated

- a. The Learning Support Assistant works with all children within the class at some time and there are no children who cannot be allocated to work in a group led by the Learning Support Assistant.
 - b. There are no tasks which fall into the job description of a learning support assistant that the class teacher could not confidently ask the learning support assistant to perform.
- 9. Ability to establish and maintain good relationships and rapport with colleagues in the school and external contacts with the school
 - 10. Ability to motivate and encourage children appropriately
 - 11. Ability to work independently and with initiative
 - 12. Professionally discrete and able to respect confidentiality on particular issues