**Person Specification –Learning Support Advisor**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications  | * Educated to GCSE or equivalent standard
* Good standard of literacy and numeracy
 | * An appropriate qualification for the role
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| Knowledge and Experience  | * Awareness of the importance of support for students with Special Educational Needs.
* Knowledge of positive approaches to attitudes to learning
* Experience with students presenting challenging attitudes
* Experience of engaging successfully with a wide range of external agencies
 | * Experience of working in a school environment
* Experience of working with students with specific/varied Special Educational Needs.
* Awareness of Counselling used with young people.
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| Professional Skills  | * Evidence of an understanding and commitment to Equal Opportunities and an understanding of its effective operation within a school.
* High level of ICT skills
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| Personal Qualities | * Sympathetic to the ethos of a Catholic School
* Flexibility and being open to new ideas
* Good interpersonal skills and the ability to work as a member of a team.
* Ability to develop and maintain good relations with all members of the school community and to work co-operatively with staff from a range of agencies as required
* Ability to communicate clearly and concisely both orally and in writing and to produce information in an organised manner
* Ability to remain calm under pressure
* Sense of humour
 | * Practising Catholic
* Desire to involve students in activities beyond the classroom
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