

## PERSON SPECIFICATION – Learning Support Officer

KEY	SKILL/QUALITY	Essen tial	Desira ble	METHOD OF ASSESSMENT		
				Applica tion Form	Intervie w	Presenta tion/ Tasks
<b>What educational background is required?</b> e.g. GCSE/degree level etc	<ul style="list-style-type: none"> <li>• Level 2 qualification or above</li> <li>• English and Maths GCSE (at C or above)</li> <li>• Level 3 or higher qualification</li> </ul>	✓  ✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is previous job experience necessary?</b> How many years? In what type of role? eg similar experience or responsibilities in FE/school	<ul style="list-style-type: none"> <li>• Experience of working with and supporting young people in a school or Post-16 environment</li> </ul>		✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does the job require specialist knowledge or skills?</b> eg legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> <li>• Ability to motivate students</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability and willingness to promote student progress</li> <li>• An appreciation of how college students learn and the ability to support the development of effective study skills</li> <li>• Ability to present information effectively to small groups and individuals</li> <li>• Ability to establish effective working relationships with staff at all levels across the College</li> <li>• Flexibility and a capacity to work under pressure and to meet deadlines and achieve goals successfully</li> <li>• The ability to use information and communication technology in tutoring and supporting students and</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	communicating with other areas of the College					
<b>What personal qualities are required?</b> Eg enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> <li>• Enthusiasm for working with and supporting young people to achieve their full potential</li> <li>• Commitment to the success of the College and all its learners</li> <li>• Commitment to professional reflection and development</li> <li>• Commitment to quality of service and the ability to ensure that systematic quality improvement procedures are built and implemented</li> <li>• Caring for the needs of the individual within a learning context</li> <li>• Creativity and energy for developing high quality support programme at the College</li> <li>• Prepared to listen and invite others' views and to build consensus</li> </ul>	✓  ✓  ✓  ✓  ✓	✓  ✓  ✓	<input checked="" type="checkbox"/>          <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>          <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>          <input checked="" type="checkbox"/>