

# **COLLINGWOOD COLLEGE**

## **PERSON SPECIFICATION FOR THE POST OF LEARNING SUPPORT ASSISTANT**

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Collingwood College is an Investor in People and an Equal Opportunities Employer*

**Ideally candidates will have the following:-**

### **Education and Training**

- Grade C in English, Maths and Science
- Basic IT skills/Office 2007(Word, Excel)

### **Experience Special Skills & Knowledge**

- The ability to follow instructions
- To plan and prioritise regular and irregular tasks
- Clarify and explain instructions to students
- Communicate effectively with students
- To motivate pupils to learn
- To assist with the organisation of the learning environment
- Undertake routine tasks under the direction of a teacher
- Maintain records and student files
- Work effectively with adult team members
- Maintain confidentiality
- Previous experience of working within an education environment, although not essential

### **Personal Attributes**

- Co-operative, willing and reliable
- Ability to work under pressure
- Ability to deal with information of a confidential nature
- Good sense of humour
- Able to work on own initiative as well as being a team player
- Flexible
- Methodical
- Have excellent personal and social skills