

## Person specification: Learning and Language Coordinator

### Essential criteria

Essential professional criteria	How these will be confirmed
Strong A-Level results.	Sight of original exam certificates / academic qualifications will be requested.  Confirmation of former relevant employment will be requested.
University graduate.	
Understanding of strategies used to support sixth formers with learning and revision.	There will be opportunities at interview to discuss experiences and examples that demonstrate these.
Strong enthusiasm for promoting literacy and reading.	
Enthusiasm for working with young people in small group settings.	
Knowledge of learning support strategies and/or a willingness to learn about SEN strategies quickly and effectively.	
Enjoy working with people.	
Strong communication skills.	
A high degree of personal drive and motivation, and a commitment to the vision of LAE.	

London Academy of Excellence named United Kingdom State Sixth Form College of the Year in the Sunday Times Schools of the Year Awards 2015/16.

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Confident and approachable, with an enthusiastic “can do” attitude to the challenges of working with young people.	
Good IT skills.	
The behaviour management skills to ensure that sixth formers are able to learn in a calm and constructive environment.	
Be tidy, organised and methodical.	
Be self-motivated, enthusiastic and enjoy working in a team.	
Awareness and understanding of the safeguarding of young people.	<p>Interview questions will explore applicants' attitudes and knowledge of this.</p> <p>Referees will also be asked about this. Any relevant issues arising will be discussed with applicants. Applicants may be asked about:</p> <ul style="list-style-type: none"> <li>• their motivation for working with young people;</li> <li>• their ability to form and maintain appropriate relationships with young people;</li> <li>• their attitudes to the use of authority and maintaining discipline;</li> <li>• their emotional resilience in working with challenging behaviours.</li> </ul>

### **Desirable criteria**

<b>Desirable professional criteria</b>	<b>How these will be confirmed</b>
Experience of working with sixth formers or young people.	There will be opportunities at interview to discuss experiences and examples that demonstrate these.
Experience of tutoring, teaching, coaching or mentoring young people.	
Experience of working with sixth formers or young people recognised as SEN.	
Experience of the processes of identifying and supporting sixth formers or young people in need of additional learning support.	
Experience of using strategies to overcome learning barriers.	