

SUPPORT FOR LEARNING ASSISTANT

Person Specification

Attributes	Essential	Desirable
Qualifications	HNC/HND or equivalent National 5 English/Maths	PDA Education Support Assistance Relevant qualification in education, additional support needs (ASN), or a related field
Experience	Experience supporting students with diverse learning needs Demonstrates commitment to equality, diversity and inclusion when supporting people who experience barriers to learning, either in paid or voluntary roles Demonstrates understanding of appropriate information management and procedures to ensure confidentiality and adherence to General Data Protection Regulation (GDPR)	Experience of working with adult learners. Experience of information management, shares information with others, produces accurate and well-presented documentation, keeps detailed records, and takes a structured approach when planning and prioritising work
Skills/Knowledge	Excellent communication and interpersonal skills Ability to communicate professionally with stakeholders Ability to ask questions to clarify understanding and interact effectively with students to promote independent learning	Ability to think ahead in order to establish an efficient and appropriate course of action for self and others Committed to Continuous Professional Development (CPD), open to learning new skills, shares knowledge and learning with others, and takes responsibility for own work and development

Skills/Knowledge	Excellent IT skills Planning and Organisation - Prioritises and plans activities considering all relevant issues and factors such as deadlines, staffing and resource requirements	
Other	Self-motivated and proactive approach Is able to achieve goals and to set high standards of performance for self. Flexibility – Adapts and works effectively with different individuals and groups in a variety of settings Resilience - Can maintain a personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations	