

SUPPORT FOR LEARNING ASSISTANT

Person Specification

Attributes	Essential	Desirable
Qualifications	Evidence of secondary school education.	Possession of a Higher qualification preferably English or Communication or equivalent. Possession of National 4 Maths or equivalent.
Experience	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 supporting students with regards to note taking, reading, scribing, providing individualised assistance and explanation of learning tasks and assessment support. 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	Demonstrates excellent communication and interpersonal skills to establish rapport and respectful, trusting relationships with students and staff. Ability to ask questions to clarify understanding and interact effectively with a variety of stakeholders e.g.	Ability to use Microsoft Word, PowerPoint, Excel and Teams. Ability to think ahead in order to establish an efficient and appropriate course of action for self and others. Committed to Continuous Professional Development

<p>Skills/Knowledge</p>	<p>students, lecturers, support staff and Extended Learning Support (ELS) Needs Assessors.</p> <p>Knowledge of basic IT to support learning.</p> <p>Planning and Organisation - Prioritises and plans activities considering all the relevant issues and factors such as deadlines, staffing and resource requirements.</p>	<p>(CPD), open to learning new skills, shares knowledge and learning with others, and takes responsibility for own work and development.</p>
<p>Other</p>	<p>Flexibility – Adapts and works effectively with different individuals and groups in a variety of settings.</p> <p>Resilience - Can maintain a personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations.</p>	<p>Is able to achieve goals and to set high standards of performance for self.</p> <p>Can demonstrate an approach to work that is characterised by commitment, motivation and energy.</p>