

PERSON SPECIFICATION – Learning Advisor

Criteria	Essential	Desirable
Qualifications	General level of education to at least Level 3	A recognised qualification at Level 3 in the provision of learning support or basic skills
	Evidence of appropriate continuous professional development	Degree or equivalent professional qualification
Expertise/ Knowledge	Can demonstrate evidence of working with 16-19 year olds and young adults with a wide range of learning difficulties and disabilities	Evidence of successfully providing additional learning support for students with disabilities and/or learning difficulties
	Understanding of the specific educational needs of students with disabilities and/or learning difficulties	
	Ability to maintain clear and accurate records	
Skills/ Competencies	Can demonstrate appropriate level of personal literacy and numeracy	
	Effective written communication skills	
	Effective oral communication and presentation skills	
	Good organisational and time management skills	
	Good personal IT skills	
	A student-centred approach	
	The ability to create and maintain effective working relationships with students, staff, parents, carers and external agencies	
Personal Attributes	Commitment to educational values	
	Commitment to the provision of a high quality, student-centred service	
	High level of personal integrity and confidentiality	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to own learning and development	
	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	
	Ability to work effectively with students including maintaining appropriate discipline and behaviour	
	Good record of attendance and punctuality	
Appropriate professional appearance		

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.