
	Person Specification
Job Title	Learning Support Assistant Coach Mentor Coordinator

Qualifications		✓
Essential		
<ul style="list-style-type: none"> Level 3 qualification in Learning Support or a willingness to work towards within an agreed timescale (18 months). 		A/I
<ul style="list-style-type: none"> Maths and English Functional Skill at Level 2 or GCSE Grade C/4 or willingness to work towards within an agreed timescale (18 months) 		A/I
<ul style="list-style-type: none"> Level 3 Coach Mentor qualification or willingness to work towards within an agreed timescale (18 months) 		
Key skills		
Essential		
<ul style="list-style-type: none"> Proven ability to prioritise and manage own time, working to strict deadlines as determined by DPQ&FE and Learning and Teaching Managers Manage and develop effective support and interaction with a broad and diverse range of learners, staff and external agencies A positive attitude towards team working providing a role model that consistently demonstrates working to high expectations Ability to maintain professional boundaries including confidentiality Ability to work in a challenging and pressured environment and to develop strategies with LSA to be able to do the same Commitment to a learner-centred culture and high standards of support Understanding of learners with complex needs 		A/I
Experience		
Essential		
<ul style="list-style-type: none"> Proven ability to stretch and challenge staff performance using IPRs, coaching and mentoring and capability and compliance procedures Proven ability to promote and plan staff personal development in order to meet the high expectations set by the QIM Line management experience 		A/I
Desirable		
<ul style="list-style-type: none"> Working in a specialist educational environment with complex and challenging learners Minimum 3 years LSA experience 		
Knowledge		
Essential		
<ul style="list-style-type: none"> Ability to understand individual rights and needs of young adults with disabilities 		A/I

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	<ul style="list-style-type: none"> Ability to share best practice in order to promote excellence in learning support Knowledge of quality assurance systems 	
Other personal requirements		
Essential		
	<ul style="list-style-type: none"> Flexibility to work the hours and days to meet the varying needs of the college Commitment to promoting equality of opportunity, inclusive learning and to combating discrimination of all forms A commitment to promoting and safeguarding the welfare of learners and citizens 	A/I
Desirable		
	<ul style="list-style-type: none"> Access to a vehicle Willing to drive college transport 	A

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview