



Person Specification

Job Title

Learning Support Assistant Coach Mentor Coordinator

Qualifications



Essential

- Level 3 qualification in Learning Support or a willingness to work towards within an agreed timescale (18 months).
- Maths and English Functional Skill at Level 2 or GCSE Grade C/4 or willingness to work towards within an agreed timescale (18 months)
- Level 3 Coach Mentor qualification or willingness to work towards within an agreed timescale (18 months)

A/I

A/I

Key skills

Essential

- 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

- 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

- Working in a specialist educational environment with complex and challenging learners
- Minimum 3 years LSA experience

Knowledge

Essential

- 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