

# **PERSON SPECIFICATION**

**JOB TITLE:** Learning and Study Centre Lead Advisor

**Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

<b>Criteria</b>	<b>Essential</b> Where Relevant	<b>Desirable</b> where relevant
<p><b>Skills and Abilities</b></p> <p>1. Excellent general IT skills</p> <p>2. Excellent communication skills, (written and oral)</p> <p>3. Ability to relate and empathise with students in need of support and develop trusting and respectful relationships with them</p> <p>4. Ability to respond and appropriately manage difficult situations and behaviours</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience</b></p> <p>1. Working with or supporting young people</p> <p>2. Experience of using positive strategies to overcome barriers to learning</p> <p>3. Previous experience of working within an educational setting.</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>Education and Qualifications</b></p> <p>1. Good general education (5 GCSE grades A-C minimum)</p> <p>2. Good General Knowledge and an interest in current events.</p>	<p>✓</p> <p>✓</p>	
<p><b>Other</b></p>		

1. Motivated and enthusiastic with a 'can do attitude'	✓	
2. Understanding and empathy with young people	✓	
3. Good team player, punctual, reliable and flexible	✓	
4. Accurate, methodical, excellent attention to detail	✓	
5. Reasonable level fitness		✓
6. Able to use own initiative, work under pressure and prioritise	✓	
7. Have a keen interest in up and coming technologies	✓	
8. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children	✓	