

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	○ Maths and English at Level 2 (GCSE grade C/4 or equivalent)	○ A recognised Learning Support qualification (e.g. Level 2/3 in Supporting Teaching and Learning) ○ Qualification in Safeguarding and Prevent (or willingness to complete training)	Application form, Interview copies of certificates
Personal Qualities / Behaviours	○ Patient, calm and resilient. ○ Empathetic and learner-centred. ○ Builds rapport quickly with learners. ○ Encourages learner independence rather than dependency. ○ Flexible and adaptable to changing learner needs. ○ Committed to inclusion and high expectations for every learner.		Application form, Interview, References
Knowledge & Experience	○ Experience of providing 1:1 and small group support to young people or adults with additional learning needs in an educational, training or youth setting.	○ Experience within Further Education or Independent Training Providers.	Application form, Interview, References

	○ Experience of supporting learners with SEND, SEMH, autism, ADHD or other additional needs. ○ Understanding of positive behaviour support strategies. ○ Awareness of safeguarding, learner welfare and professional boundaries. ○ Experience of maintaining learner records and contributing to Individual Learning Plans (ILPs). ○ Basic IT skills, including Microsoft Office and online learning platforms.	○ Experience supporting learners requiring personal care. ○ Knowledge of CPOMS or similar safeguarding recording systems. ○ Knowledge of equality, diversity and inclusion in practice.	
Skills	○ Ability to build positive, trusting relationships with learners on a 1:1 basis. ○ Ability to motivate and encourage learners to achieve their individual goals. ○ Excellent communication and active listening skills. ○ Ability to adapt communication and support strategies to meet individual learner needs. ○ Ability to work effectively with individuals and small groups.	○ Experience using communication aids or alternative communication methods. ○ Experience supporting learners with emotional regulation or anxiety.	Application form, Interview, References

	○ Ability to manage behaviour positively and consistently under tutor/SENDCo direction. ○ Good organisational skills and attention to detail. ○ Ability to maintain accurate learner records. ○ Ability to work collaboratively as part of a multidisciplinary team. Ability to maintain professional boundaries and confidentiality.		
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