

SUPPORT FOR LEARNING ASSISTANT

Person Specification

Attributes	Essential	Desirable
Qualifications	<p>HNC/HND or equivalent</p> <p>National 5 English/Maths</p>	<p>PDA Education Support Assistance</p> <p>Relevant qualification in education, additional support needs (ASN), or a related field</p>
Experience	<p>Experience supporting students with diverse learning needs</p> <p>Demonstrates commitment to equality, diversity and inclusion when supporting people who experience barriers to learning, either in paid or voluntary roles</p> <p>Demonstrates understanding of appropriate information management and procedures to ensure confidentiality and adherence to General Data Protection Regulation (GDPR)</p>	<p>Experience of working with adult learners.</p> <p>Experience of information management, shares information with others, produces accurate and well-presented documentation, keeps detailed records, and takes a structured approach when planning and prioritising work</p>
Skills/Knowledge	<p>Excellent communication and interpersonal skills</p> <p>Ability to communicate professionally with stakeholders</p> <p>Ability to ask questions to clarify understanding and interact effectively with</p>	<p>Ability to think ahead in order to establish an efficient and appropriate course of action for self and others</p> <p>Committed to Continuous Professional Development (CPD), open to learning new skills, shares knowledge and learning</p>

<p>Skills/Knowledge</p>	<p>students to promote independent learning</p> <p>Excellent IT skills</p> <p>Planning and Organisation - Prioritises and plans activities considering all relevant issues and factors such as deadlines, staffing and resource requirements</p>	<p>with others, and takes responsibility for own work and development</p>
<p>Other</p>	<p>Self-motivated and proactive approach</p> <p>Is able to achieve goals and to set high standards of performance for self.</p> <p>Flexibility – Adapts and works effectively with different individuals and groups in a variety of settings</p> <p>Resilience - Can maintain a personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations</p>	