**City of Wolverhampton Council**

**Person Specification**

**Job Title:** Learning Support Assistant**Grade:** 3

**Job Purpose and Role:**

To work effectively with teachers to provide high quality support for students, to develop education, communication, social, emotional and personal skills to assist with independent living, educational and work aspirations.

To provide professional and compassionate learning support for students who have physical and learning disabilities and mental health issues at any location within the City.

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| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | * GCSE Grade 4 – 9 or equivalent in English and Maths * GCSE Grade 4 – 9 or equivalent in ICT or equivalent work experience | * Learning support qualification or equivalent | Application  Certificates |
| Training | * A proven commitment to ongoing continuous professional development |  | Application  Certificates |
| Experience | * Experience of supporting and working with vulnerable students and those with support needs * Relevant experience in working as part of a team | * Experience of using MS Office 365 * Experience of working in the education sector * Experience of working with vulnerable people | Application/ interview |
| Special knowledge/skills | * Excellent verbal communication skills * Active listening skills * Good time management * Using own initiative * Ability to maintain complex records with good attention to detail and a high level of accuracy * Awareness of health and safety responsibilities * Understanding of safeguarding responsibilities | * Knowledge of Ofsted inspection * Understanding of education providers * Working with vulnerable people * Confident to use ICT | Application/ interview |
| Personal Qualities | * Good attendance and punctuality record * Effective communicator * Be patient and able to remain calm in stressful situations * Ability to treat personal information with discretion * Demonstrate sensitivity and understanding * Be thorough and pay attention to detail * Behave with integrity and treat people with respect * Team worker | * Diplomacy | Application/ interview |
| Interests and motivation relevant to the job | * Able to embrace change * Motivated to make a difference and empower learning * High level of enthusiasm to deliver an outstanding service |  | Application/ interview |
| Commitment | * A commitment to a student-centred and inclusive Service * Genuine understanding of a commitment to Equal Opportunities in practice * Positive outlook |  | Application/ interview |