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|   | Person Specification  |
| Job Title  | **Learning Support Assistant Team Leader**  |

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| **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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| * Ability to share best practice in order to promote excellence in learning support
* Knowledge of quality assurance systems
 |    |
| **Other personal requirements**  |  |
| Essential  |  |
| * 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  |  |
| * Access to a vehicle
* Willing to drive college transport
 | A  |

 **How we intend to assess your match with our person specification**

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**A** Application Form **C** Assessment Centre **I** Interview

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