


 Portland College	<b>Person Specification</b>
<b>Job Title</b>	<b>Learning Support Assistant (LSA) Team Leader</b>

<b>Qualifications</b>		□
Essential		
<ul style="list-style-type: none"> <li>Level 3 qualification in Learning Support or a willingness to work towards within 18 months.</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Maths and English Functional Skill at Level 2 or GCSE Grade C/4 or willingness to work towards within 18 months</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Level 3 Coach Mentor qualification or willingness to work towards within 18 months</li> </ul>	A/I	
<b>Key skills</b>		
Essential		
<ul style="list-style-type: none"> <li>Proven ability to prioritise and manage own time, working to strict deadlines in a challenging and pressurised environment</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Manage and develop effective support and interaction with a broad and diverse range of learners, staff and external agencies</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>A positive attitude towards team working providing a role model that consistently demonstrates working to high expectations</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Ability to maintain professional boundaries including confidentiality</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Understanding of learner with high complex needs and a commitment to a learner-centred culture and high standards of support</li> </ul>	A/I	
<b>Experience</b>		
Essential		
<ul style="list-style-type: none"> <li>Proven ability to improve staff performance using coaching and mentoring and capability and compliance procedures</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Proven ability to promote and plan staff personal development in order to meet the high expectations set by the QIM</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Line management experience</li> </ul>	A/I	
Desirable		
<ul style="list-style-type: none"> <li>Working in a specialist educational environment with complex and challenging learners</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Experience in a learning support role</li> </ul>	A/I	
<b>Knowledge</b>		
Essential		
<ul style="list-style-type: none"> <li>Ability to understand individual rights and needs of young adults with disabilities</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Ability to share best practice in order to promote excellence in learning support</li> </ul>	A/I	
<ul style="list-style-type: none"> <li>Knowledge of quality assurance systems</li> </ul>	A/I	
<b>Other personal requirements</b>		
Essential		

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<ul style="list-style-type: none"> <li>• Flexibility to work the hours and days to meet the varying needs of the college</li> <li>• Commitment to promoting equality of opportunity, inclusive learning and to combating discrimination of all forms</li> <li>• A commitment to promoting and safeguarding the welfare of learners and citizens</li> </ul>	A/I
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Access to a vehicle</li> <li>• Willing to drive college transport</li> </ul>	A

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

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