

Person Specification – Learning Advisor

Criteria	Essential	Desirable
Qualifications	GCSE (or equivalent) in English and Maths; Teaching Assistant qualification or willingness to train	SEN-related qualification; First Aid or safeguarding training
Experience	Experience working with children or young people; supporting students with SEN; working with individuals or small groups	Secondary school experience; exam support; classroom cover
Knowledge & Understanding	Understanding of SEN and inclusive practice; safeguarding awareness; knowledge of learning support strategies	Knowledge of autism, ADHD, dyslexia; exam access arrangements
Skills & Abilities	Ability to support learning in class/small groups; strong communication and teamwork; build positive relationships; organisational and administrative skills; ICT skills; resource preparation; student supervision	Adapting learning materials; behaviour management skills
Personal Qualities	Patient, empathetic and supportive; flexible, reliable and professional; commitment to inclusion and safeguarding; confidentiality; willingness to attend training and meetings	Proactive and enthusiastic approach
Other Requirements	Willingness to undertake additional duties; support extracurricular activities	