

# Person Specification

## Learning Facilitator



In your application please relate your experience and strengths to the person specification and job description		Attributes		Where Identified		
		Essential	Desirable	Application Form/Letter	Interview	Reference
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent passes A* – C in English &amp; Maths</li> </ul>	✓		✓	✓	
	<ul style="list-style-type: none"> <li>Professional / other qualifications e.g. NVQ Level 2</li> </ul>		✓	✓	✓	
	<ul style="list-style-type: none"> <li>Knowledge/Qualifications demonstrating ability in numeracy and literacy</li> </ul>	✓		✓	✓	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school or educational environment</li> </ul>		✓	✓	✓	
<b>Skills &amp; Specific Attitude</b>	<ul style="list-style-type: none"> <li>Ability to take small groups for extra Literacy/Numeracy support</li> </ul>		✓	✓	✓	✓
	<ul style="list-style-type: none"> <li>Good timekeeper</li> </ul>	✓				✓
	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> </ul>	✓			✓	✓
	<ul style="list-style-type: none"> <li>Ability to carry out work in an accurate, calm, clear and positive fashion</li> </ul>	✓			✓	✓
	<ul style="list-style-type: none"> <li>Computer literate</li> </ul>		✓			✓
	<ul style="list-style-type: none"> <li>Ability to interpret basic instructions and act on them accordingly</li> </ul>	✓		✓	✓	
	<ul style="list-style-type: none"> <li>Ability to organise activities in an efficient and effective manner</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of different media</li> </ul>	✓		✓	✓	
	<ul style="list-style-type: none"> <li>Ability to interact effectively at all levels within the school</li> </ul>	✓		✓	✓	
	<ul style="list-style-type: none"> <li>Ability to contribute effectively within a team</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Ability to manage own workload to meet conflicting demands an tight deadlines</li> </ul>	✓			✓	✓
	<ul style="list-style-type: none"> <li>Ability to produce information in a clear, accurate and concise format</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Smart professional appearance</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Ability to undertake duties off the school premises as directed by Line Managers</li> </ul>	✓			✓	✓
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Understanding of the need for confidentiality</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Understanding of children and their needs</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Understanding of Child Protection and Safeguarding issues</li> </ul>	✓			✓	
	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the wellbeing of all children</li> </ul>	✓			✓	✓