

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Learner Support Worker	Grade:	14-17
Division/Section:	Inclusive Learning Team	Date:	July 2025
Prepared by:	Nicole Hyslop		
Designation:	Head of Student Support Services		
Reviewed by:	Carrie Lynch		
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Experience of working with students with sensory, physical or specific learning difficulties	Application Form/Interview
	Able to demonstrate a high level of literacy and numeracy skills	Application Form/Interview
	IT skills	Application Form/Interview
	Knowledge and understanding of the barriers faced by learners with specific disabilities or learning difficulties	Interview
	Desirable	
	Experience in developing Learning Support Plans	Application Form/Interview
	Knowledge of further and higher education	Application Form/Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Experience of supporting education/training and/or assessment	Application Form
	Experience supporting students with additional needs (e.g. dyslexia, ASD, ADHD, physical or sensory impairments)	Application Form/Interview
	Relevant HNC or 2 years experience supporting students.	Application Form
	Desirable	
	Experience delivering one-to-one or small group support in literacy and numeracy	Application Form/Interview
	Experience in writing or contributing to Personal Learning Support Plans or similar documentation	Application Form/Interview

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	Ability to act on own initiative	Interview
	A high degree of accuracy is required	Application Form/Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	An ability to work cooperatively with students and staff	Application Form
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	A commitment to Equal Opportunities	Interview
	Desirable	