**Person Specification**

**Local Services**

**Post: Volunteer** Learning Support Assistant **Grade: Not applicable**

**Division: Local Services Section:** Birmingham Adult Education Services

**Method of Assessment (M.O.A.) A.F. =Application Form: I = Interview: C.- Certificate**

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| **CRITERIA** | **ESSENTIAL** | **M.O.A.** |
| **Experience** | 1. Not necessary for this post (Supervision & guidance provided by BAES tutor) | N/A |
| **Skills & Ability**  e.g written & spoken communication skills (**including ability to use IT resources for online support if needed**), dealing with the public | 1. General ability to communicate effectively at a level suitable to supporting adult learners 2. Ability to empathise and demonstrate understanding of some of the barriers/difficulties faced by adult learners 3. Ability to demonstrate understanding and commitment to the **safeguarding** of learners and the promotion of **equality and diversity** 4. Ability to work as part of a team with learners, tutors, Volunteer Organiser, LSCs and other BAES staff 5. Ability to respond to individual learning needs (including knowledge & specific skills where required) to support learners’ progress and achievement of learning goals **(including online support where needed e.g. On video conferencing platforms such as Zoom, Microsoft Teams)** under full supervision/guidance from the BAES tutor 6. Appropriate level of skills where relevant for choice of voluntary position e.g. Languages & ICT ( basic IT skills needed (minimum) to support learning | AF/I  AF/  AF/I  AF/I  AF/I  AF/I/C  AF/I |
| **Training** | 1. Commitment to attend an induction and initial awareness training in Safeguarding & Prevent, Equality & Diversity and Health & Safety as well as other relevant training opportunities provided to meet learner support needs. **For example, online support training where necessary** | AF/I |
| **Education/Qualifications** | 1. English Functional Skills level 2 or English GCSE Grade C+ is essential if supporting all subjects with the exception of British Sign Language 2. Maths Functional Skills level 2 or GCSE Grade C essential for maths placements 3. Other appropriate curriculum qualifications may be essential for some placements including Modern Foreign Languages and BSL | AF/I/C  AF/I/C  AF/I/C |
| **Other** | Willingness to attend training and events relevant to volunteer position. E.g. Annual Volunteer Celebration Event  Other events which might involve meeting with external assessors such as Ofsted during planned observation visits to the class where support is being provided. | AF/I |