



Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

Kents Hill Park School

Person Specification – Learning Advisor

| | | Essential | Desirable | A/I/R |
|---|---|-----------|-----------|------------|
| Qualifications | NVQ2 for Teaching Assistants or equivalent qualifications or experience | X | | A |
| | Good basic education with proficiency in numeracy, literacy and ICT. | X | | A |
| Skills/Experience | Significant experience of working with individual pupils and groups of pupils in a classroom setting. | | X | A |
| Planning and organising work | Working with the teacher to ensure preparations are made within the classroom for all learning activities. | X | | IR |
| Planning capacity and resources | Ensure adequate resources are available for planned activities. | X | | IR |
| Influencing and interpersonal skills | Encouraging inclusivity and engagement in all learning. | X | | IR |
| | Ensuring all communications are tailored to suit the individual child. | | X | IR |
| Using initiative | Using agreed techniques and processes to deal with day to day issues and problems in a confident and creative manner. | | X | IR |
| Working independently | Able to manage individuals and small groups of learners independently. | | X | IR |
| Managing people | Co-operative working with all colleagues. | X | | IR |
| Managing resources | Keeping accurate records when required. | | X | IR |
| | Use and safekeeping of equipment. | | X | IR |
| Managing risk | Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection. | | X | IR |
| Managing oneself | Ability to manage and prioritise own workload and tasks. | X | | AIR |
| | Awareness of opportunities for professional self-improvement. | | X | IR |
| First Aid | First Aid trained or willing to be trained | X | | AIR |

A - Application form

I - Interview

R - References



Web: www.kentshillpark.school Email: office@kentshillpark.school Telephone: 01908 533290

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