

PERSONNEL SPECIFICATION

JOB TITLE: Development Support Worker

FACTOR	ESSENTIAL	DESIRABLE
(a) Qualifications	<p>NVQ Level 3; BTEC National or 2 A levels or equivalent qualification</p> <p>Good basic education, eg 5 GCSEs at C or above to include Maths and English or full width vocational qualification at Level 2</p> <p>Level 2 in Literacy and Numeracy or willing to achieve qualification</p> <p>Level 3 Adult Literacy or Numeracy Subject Specialist qualification or willing to achieve.</p>	<p>A Level 4 qualification or above</p> <p>Level 4 in Adult Literacy or Numeracy Subject Specialism Qualification</p>
b) Experience/Knowledge	<p>Experience of working with people with learning and/or physical difficulties/ disabilities.</p> <p>Awareness of Disability Discrimination Act and application to role</p> <p>Knowledge of Health & Safety legislation and regulations, including experience of undertaking risk assessments.</p>	<p>Knowledge of Pro Monitor or similar Individual Learning Plan systems</p> <p>A knowledge of external support agencies eg Social Services, Health Service, Connexions Service, Voluntary organisations.</p>
(c) Skills/Abilities	<p>Strong ability to work as a team member with tutors, mentors and cross college colleagues</p> <p>Excellent written and verbal communication and interpersonal skills; including ability to use Microsoft Office effectively and to undertake record keeping for audit</p> <p>Able to motivate and encourage students with a wide range of emotional or behavioural needs</p> <p>Ability to work proactively and positively to progress learners in their development and achievement.</p> <p>Maximum flexibility to meet individual learner needs/service demand including flexibility in hours/days worked at all College locations..</p>	<p>Ability to adapt or develop learning resources that support specific learners' needs.</p> <p>Effective presentation skills</p>

<p>(d) Other</p>	<p>Supportive and encouraging attitude towards learners; and as appropriate an awareness of needs of parents/guardians.</p> <p>Willing to update qualifications, skills and knowledge relevant for the role.</p> <p>Knowledge of and commitment to the issues specifically relating to equality, diversity and safeguarding.</p> <p>Sensitive, energetic and enthusiastic approach to supporting others.</p>	<p>Driving Licence</p>
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