

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Learning Assistant	JE Ref	G601
Service	Education, Skills and Community Wellbeing	Band	5
Base	Dumfries & Galloway		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Educated to SCQF Level 4 (e.g. Standard Grade General, National 4) or equivalent, including Numeracy and Literacy	E		Understand the term Additional Support Needs	E	
Nursery nurse / social care qualification		D	Developmental stages of children and young people		D
First Aid		D	Computer software used in schools		D
2 Experience	Score		5. Personality Factors	Score	
Working with children and young people	E		Flexible and adaptable	E	
Other related work		D	Enthusiastic and committed	E	
			Willingness to be involved in outdoor activities	E	
			Sensitive to others	E	
Skills and Abilities	Score		6. Other Requirements	Score	
Communication	E		Willingness to undertake necessary training relating to children and young people	E	
Teamwork	E		Ability to travel & have access to a vehicle/transport		D
Handle confidential information	E				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score