

Person Specification (June 2026)

Job Title: Study Support Assistant

Department: Study Support

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Level 3 qualifications (A Level / BTEC)	Level 4+ (HNC/HND/degree) SEND support training	Certificates
Experience	Experience of working in a supportive role (paid or voluntary). Experience of working in a busy team and following guidance/ systems to manage work tasks.	Experience of using accessibility functions/assistive technologies. Experience in an education setting. Acting as a mentor or providing academic support.	Questioning References
Knowledge & skills	Strong IT and administration skills - well organised, able to prioritise. Strong numeracy and accurate record keeping. Strong verbal and written communication skills. Effective interpersonal skills with staff, students and visitors. Able to use own initiative. Awareness of SEND needs.	Knowledge of emotional wellbeing issues. Understanding of Exam Access Arrangements for Level 3 students. Understanding of Education, Health and Care Plan (EHCP) support and progress monitoring.	Questioning Task
Personal Qualities	Confident and calm Tactful Team player Approachable and empathetic Flexible Multi-tasking Able to prioritise Able to work independently	Collaborative Ambitious for learners	Questioning, previous work and scenarios
Motivation & Expectations	Helping students to thrive	Supporting less experienced team members	Questioning References

