

Person Specification

Job title	Learning Assistant
Service area	Libraries and Communities
Job family	Social Renewal, Learning and People Development
Level	3
Grade	4
Reporting to	Libraries and Communities Officer

How we recruit

Glasgow Life uses a competency-based recruitment approach. This means we assess candidates based on the skills, knowledge, and behaviours needed for the role, as outlined in the person specification and role profile.

The person specification outlines the essential and desirable criteria for the role. It is used to shortlist candidates for interview.

The role profile sets out the key competencies for success in the role and is used to develop the interview questions and other assessment methods.

Assessment methods may include:

- Application form
- Interview
- Certificates or evidence of qualifications
- Practical assessment (where applicable)

More information is available on our candidate guidance page: [Join our team-candidate guide](#)

Summary of role

Role purpose

To deliver a wide range of learning experiences for the general public and groups.

Main responsibilities:

- To work with a range of audiences including children and young people, adults, families, and groups with special needs
- To assist with the development of new sessions including the sourcing of suitable resources and adapting content to meet the needs of different audiences



Discover more at
glasgowlife.org.uk

- To monitor and evaluate the programme, including the collation of performance information, and adapting accordingly where opportunity for improvement has been identified

Note: This person specification is not intended to be either prescriptive or exhaustive. It outlines the main duties of the role. It may change in line with organisational priorities.



Discover more at
glasgowlife.org.uk

Role Profile

Criteria

Education, qualifications and training

Essential

- Relevant experience of using play, youthwork, art, drama, coaching skills in a learning setting will be considered for those without formal qualifications

Desirable

- Educated to at least further education level in community education / art or design-related subject / social sciences / natural history / science and technology

Evidence: Application Form, Certificates, Interview

Skills, Knowledge and Competencies

Essential

- Excellent communication skills – written and oral.
- Ability to engage with and inspire a range of different audiences including children and young people, families, adults and community groups.
- Understanding of need to adapt programmes and sessions according to audience
- Knowledge of the National Youth Work Outcomes & Skills Framework and good practice in the youth work sector.
- Ability to evaluate and reflect on content and delivery of programmes and adapt accordingly.
- Organisational skills – managing work programme as well as managing groups / sessions.
- Ability to work as part of a team, but also work to own initiative.
- Motivated to learn about services provided by Glasgow Life and update knowledge regularly

Desirable

- Competent IT skills and familiar with key software packages.
- Ability to work with difficult or complex groups.
- Ability to build relationships with groups and organisations within the community.
- Specific experience in youth work working with young people.

Evidence: Application Form, References, Interview.

Other

Essential

- Able to work flexible working patterns including evenings and weekends.



Discover more at
glasgowlife.org.uk

OFFICIAL

- Able to work in a variety of venues/locations citywide.
- Positive can-do attitude.
- PVG (Protecting Vulnerable Groups) checks will apply for this post.

Desirable

- Knowledge of safeguarding standards within the youth work sector.

Evidence: Interview.

Competencies

Personal Effectiveness – Decision Making, Level 1

Personal Effectiveness – Self Development, Level 2

Providing Excellent Customer Service - Customer Orientation, Level 2

Providing Excellent Customer Service – Forward Thinking, Level 2

Delivering Results - Motivation Level 1

Note: Candidates should refer to the accompanying Role Profile for full details.



Discover more at
glasgowlife.org.uk