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| **Qualifications** | **✔** |
| **Essential** | |
| * Teaching qualification Education and Training Level 4 or equivalent * Level 2 English and Level 2 Maths | A/I  A/I |
| **Desirable** |  |
| * SEND related qualification or degree | A/I  A/I |
| **Key skills** | |
| **Essential** | |
| * Proven effective communication skills, verbal and written * Able to process and collate accurate, legible and professional records. * Strong ICT skills with Outlook, Word, Excel databases and Databridge | A/I  A/I  A/I  A/I |
| Desirable | |
| * Full awareness of the SEND Code of Practice * Knowledge and understanding of how Education Health and Care Plans are implemented in a SEND College | A/I  A/I |
| Experience | |
| Essential | |
| * Experience of initial assessment of needs and target setting against EHCP outcomes. * Experience of liaising with stakeholders including external agencies and parents * Experience of working as part of a multidisciplinary team and on own initiative * Experience of working in a SEND provision | A/I  A/I  A/I  A/I |
| **Knowledge** | |
| **Essential** | |
| * A sound knowledge of appropriate strategies to support learners with   learning difficulties reaching their potential   * Knowledge around working with young people who have complex support needs * Knowledge of Person-Centred working. * Understanding how to use a variety of support plans * Matrix standards | A/I  A/I |
| **Desirable** | |
| * An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources. * GATSBY standards | A/I  A/I |

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| **Other personal requirements** | |
| **Essential** | |
| * Positive outlook and a ‘can do’ solution based approach to problem solving and driving forward improvements * Approachable and helpful to a variety of key stakeholders and in particular to learner progress * Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College | I  I  I |

✔ How we intend to assess your match with our person specification

**A Application Form C Assessment Centre I Interview**