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| **Qualifications** | **✔** |
| **Essential**  |
| * Teaching qualification Education and Training Level 4 or equivalent
* Level 2 English and Level 2 Maths
 | A/IA/I |
| **Desirable** |  |
| * SEND related qualification or degree
 | A/IA/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/IA/IA/IA/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/IA/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/IA/IA/IA/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/IA/I |
| **Desirable** |
| * An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources.
* GATSBY standards
 | A/IA/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
 | III |

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

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