
	<b>Person Specification</b>
<b>Job Title</b>	<b>FE Care Co-ordinator</b>

<b>Qualifications</b>		✓
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Level 3 Qualification in Health and Social Care</li> <li>Be responsible for and actively engage in own personal development</li> </ul>		A/I A
<b>Desirable</b>		
<ul style="list-style-type: none"> <li>Maths and English Functional Skills at Level 2 or GCSE Grade C</li> </ul>		A A/I
<b>Key skills</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Ability to prioritise and manage own time, working to strict deadlines</li> <li>Ability to work collaboratively with a multi-disciplinary team, being flexible and supportive</li> <li>Ability to maintain professional boundaries</li> <li>Ability to work in a challenging and pressured environment</li> <li>Commitment to learner-centred culture and high standards of customer care</li> <li>Commitment to promoting equality of opportunity, inclusive learning and to combating discrimination</li> <li>A commitment to promoting and safeguarding the welfare of learners</li> </ul>		A/I A/I A/I A/I A/I A/I
<b>Desirable</b>		
<ul style="list-style-type: none"> <li>Understanding of own abilities, limitations and when to seek support</li> </ul>		A/I
<b>Experience</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Working with people who have learning difficulties and/or disabilities and of working with people with challenging, diverse and complex needs</li> <li>Working in an educational environment</li> <li>Recent experience of using a variety of information systems (computerised and manual)</li> </ul>		A/I A/I
<b>Knowledge</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>Understanding of the importance of maintaining confidentiality</li> <li>Ability to understand or to develop an understanding of the individual rights and needs of young adults with a disability</li> <li>Knowledge of current trends in education and training, especially with regard to the provision of SEN support and inclusive learning</li> </ul>		A/I
<b>Desirable</b>		
<ul style="list-style-type: none"> <li>Knowledge of using equipment and enabling technology</li> <li>Commitment to safeguarding, equality and diversity and health and safety at the college</li> </ul>		A/I A/I
<b>Other personal requirements</b>		
<b>Essential</b>		

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<ul style="list-style-type: none"> <li>Flexibility to work the hours and days to meet the varying needs of the college</li> </ul>	A/I
Desirable	

✓ **How we intend to assess your match with our person specification**

**A** Application Form

**C** Assessment Centre

**I** Interview