

Person Specification: SEND Review and Assessment Co-ordinator (0.5)

Criteria	Essential	Desirable	How Identified
Knowledge/Experience	<ul style="list-style-type: none"> Recent experience of teaching students with specific learning difficulties (16-19). Knowledge of current issues in relation to the teaching and SEND support practices that promote inclusion. Knowledge and experience of undertaking specialist SEND assessments and formal EHCP reviews. Awareness of JCQ requirements in relation to the arrangement of special exam considerations. Awareness of current funding and legal requirements for SEND (including the Code of Practice). Experience of cross college and multi-agency external liaison with schools and specialist outside agencies. 	<ul style="list-style-type: none"> Previous co-ordination experience within the education sector. 	Application form Interview References
Skills/Abilities	<ul style="list-style-type: none"> Ability to: work on your own initiative, work as a team member. Ability to conduct formal learner reviews using a multi-agency approach. Ability to deal positively and constructively with students at all levels. Able to deal positively with parents, carers, colleagues and liaise effectively with external agencies (including schools and local authorities). Ability to assess and prepare specialist reports/evidence that support the need for specialist exam considerations for SEND learners. Excellent ICT skills. 	<ul style="list-style-type: none"> Ability to apply e-learning and assistive technologies that support SEN learners and promote access to the curriculum and formal assessments taking place (including formal examinations). 	Application form Interview References
Qualification/Training	<ul style="list-style-type: none"> A degree. A recognised teaching qualification. Post Graduate Certificate/Diploma in Specific Learning Difficulties (SpLD) SEND training. 	<ul style="list-style-type: none"> AMBDA status. 	Application Form
Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills. Excellent communication skills. Ability to motivate students. To be efficient and possess good organisational skills. Be flexible and adaptable. The ability to meet deadlines and manage time effectively. 		Application Form Interview References
Other Criteria	<ul style="list-style-type: none"> A commitment to the safeguarding. Commitment to the colleges Equality and Diversity policy. 	<ul style="list-style-type: none"> Ability to undertake cross site travel. 	Application Form Interview and References

You will be required to obtain an Enhanced Disclosure certificate for this post. The college will provide you with this application form if you are successful. You may wish to obtain further information from the DBS information line, 0870 90 90 811 or www.homeoffice.gov.uk/dbs Any relevant issues arising from references will be discussed with you.