



PERSON SPECIFICATION

Qualifications, training and education

- ## Skills and abilities

- Ability to communicate SEND-related information clearly and sensitively to staff, students, parents/carers and external professionals.
- Ability to produce accurate reports, correspondence and documentation.
- Ability to build and maintain positive professional relationships with a range of stakeholders to support coordinated provision for students with SEND to support inclusive outcomes.

- Ability to organise, prioritise and manage a varied workload.
- Ability to maintain accurate, detailed and confidential records in accordance with data protection requirements.
- Ability to coordinate multiple processes, timelines, reviews, referrals and meetings.
- Attention to detail and accuracy when handling sensitive information and statutory documentation.
- Ability to use initiative when managing competing priorities.

- Knowledge of SEND processes, provision and inclusive practice.
- Understanding of child development and learning processes.



PERSON SPECIFICATION

- ## Technical skills

- ## Personal qualities

- ## Line Management

- ## Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.

[illegible]



PERSON SPECIFICATION

- Commitment to supporting inclusive educational opportunities for students with SEND.
- Ability to work in accordance with confidentiality, data protection and information-sharing requirements.
- Commitment to promoting equality, diversity and inclusion in all aspects of practice.
- Enhanced DBS clearance required.

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