

PERSON SPECIFICATION

Job Title: Education Support Coordinator

Method of Assessment (MOA): AF: Application Form I: Interview T: Task or Observation

Qualifications and Professional Development	Essential	Desirable	
Degree or equivalent in education, social work, youth work, or health-related field.		✓	AF/I
At least a GCSE 4-9 in English and Maths (or equivalent)	✓		AF/I
Willingness to engage with Continuous Professional Development, taking a proactive approach to developing knowledge and skills.	✓		AF/I
Training in safeguarding, mental health first aid, or disability support.		✓	AF/I
Experience			
Experience in education, careers, youth work, social care, or health settings.	✓		AF/I/T
Experience of working with young people with medical needs.		✓	AF/I
Experience of working within a Multi-Disciplinary Team (MDT) across Education, Health and Social Care		✓	AF/I
Experience of identifying and supporting young people at risk of NEET.		✓	AF/I
Knowledge			
Sound knowledge of the SEND Code of Practice and the Equality Act.	✓		AF/I/T
Knowledge of reasonable adjustments that may be available to students within Higher and Further Education settings.	✓		AF/I/T
Knowledge and experience of qualifying criteria for JCQ examination Special Considerations and/or Access Arrangements.	✓		AF/I
Understanding of the impact of cancer and /or other medical conditions on young people's education and wellbeing.		✓	AF/I
Knowledge of the Gatsby Benchmarks.		✓	AF/I
Knowledge of sources of support and reasonable adjustments that may be considered to facilitate young people back to access education, employment or training.		✓	AF/I
Skills and Abilities			
Strong communication and advocacy skills, including through use of technology.	✓		AF/I/T
High level of written and oral communication skills.	✓		AF/I
High level of organisation skills ensuring accurate record keeping and information sharing using MIS.	✓		AF/I
Relevant ICT technical skills and confidence.	✓		AF/I
Ability to create connections and networks with professionals across health and education.	✓		AF/I

Ability to work sensitively and confidentially with families and professionals, including adherence to GDPR.	✓		AF/I
Ability to demonstrate high levels of professionalism, maintaining professional boundaries, constructively and positively holding stakeholders to account.	✓		AF/I
Ability to maintain confidentiality when handling sensitive information.	✓		AF/I
Emotional resilience and intelligence to cope with working in medical settings and supporting Young People during challenging times.	✓		AF/I
Ability to work independently, use initiative and solve problems.	✓		AF/I/T
Ability to work cohesively in a successful team.	✓		AF/I/T
Other			
Ability to drive, with a full, clean driving license. You will be required to have Business insurance.	✓		AF/I
An awareness and understanding of, and commitment to, equal opportunities	✓		AF
A commitment to communicate and involve parents and young people in the work of the school	✓		AF/I/T
Flexibility to work on different sites as required	✓		I

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The Think Differently Education Trust undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.