

PERSON SPECIFICATION

Job Title: Hospitals Transitions Coordinator

Method of Assessment (MOA): AF: Application Form I: Interview T: Test, Lesson Observation or Task/presentation

	Essential	Desirable	MOA
Qualifications and Professional Development			
Degree (any subject)		✓	AF
QTS		✓	AF
A minimum Level 3 qualification relevant to the post		✓	AF
At least a GCSE A-C in English and Maths (or equivalent)	✓		AF
Willingness to undertake further training as required	✓		AF/I
First Aid experience or willingness to undergo First Aid training	✓		AF
Experience			
Experience of working with young people	✓		AF/I
Evidence of having worked within an environment that safeguards children & the barriers to educating sick children	✓		AF/I
Experience of working within a Multi-Disciplinary Team and/or external agencies to support young people and their families.		✓	AF/I/T
Experience to support children with SEND, SEMH, Medical conditions.	✓		AF/I
Experience in counselling/supporting well-being		✓	AF/I
Knowledge			
Knowledge and understanding of curriculum and assessment	✓		AF/I
Knowledge and understanding of SEND legislation and processes	✓		AF/I
Knowledge of the legal and organisational requirements for maintaining health, safety and security of yourself and others in the learning and hospital environment	✓		I/T
Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	✓		I/T
Skills & Abilities			
Relevant ICT technical skills and confidence	✓		AF/I/T
Ability to advocate for the child's academic needs and communicate professionally with external organisations	✓		AF/I/T
High level of written and oral communication skills	✓		I
Flexible with good organisational and administrative skills	✓		I



Good interpersonal skills and the ability to relate positively and effectively to pupils, parents, clinical staff and other stakeholders	✓		AF/T
Ability to work independently and under pressure, using initiative and problem solving.	✓		AF/T
Ability to work in a team reliably and flexibly.	✓		I/T
Ability to work at different sites.	✓		I
Other			
Positive and enthusiastic with a can-do attitude and ability to 'Think Differently'	✓		AF/I/T
Personal and emotional resilience	✓		I/T
A commitment to communicate and involve parents and pupils in the work of the Academy	✓		AF/T
An awareness and understanding of, and commitment to, equal opportunities and an inclusive approach to young people	✓		AF/I/T
An awareness of the issues involved in the education of children with medical conditions or SEN	✓		AF/I
Driving licence and car access	✓		AF

James Brindley 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.

James Brindley Academy undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.

