

**PERSON SPECIFICATION**

**PROFESSIONAL CHARACTERISTICS**

The post holder will be required to show a commitment to the school’s aim of success for all by providing a high standard of commitment to students within the Special Educational Needs Faculty, in supporting their educational requirements

**REQUIRED QUALIFICATIONS**

* You will need to have achieved a standard equivalent to grade C or above in the GCSE examinations in English and Mathematics for applications to training providers in England

**SKILLS AND ABILITIES**

* Have a professional and positive approach
* Have a good standard of written and spoken English
* Be reliable
* Have a good attendance and punctuality record
* Have previous experience of working in a similar role
* Be able to respect the confidentiality required of this post
* Be driven to bring about continuous improvement in your professional career and seek new challenges
* Be able to demonstrate a commitment to sharing the passion and knowledge to others
* Have the ability to work well under pressure
* Have honesty & integrity
* Be able to work alone and within a team
* Be patient
* Possess strong communication skills
* Have excellent literacy, numeracy and IT skills
* Be able to prioritise their workload
* Be willing to learn and flexible
* Be unafraid of taking on new challenges
* Have a good sense of humour

**PERFORMANCE MANAGEMENT**

* Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle

**EQUALITY OPPORTUNITY**

* The postholder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies

**SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS