



Person Specification: SEN Administrator

	Essential	Desirable	Evidence
Catholic ethos	<ul style="list-style-type: none"> Have knowledge and understanding of Christian faith. Be comfortable working in a Catholic School. 	<ul style="list-style-type: none"> Be a practising Catholic. 	References Interview Application
Personal qualities	<ul style="list-style-type: none"> Good basic education to GCSE level in literacy and numeracy, or the equivalent (Grade C or 4). Contribute to a range of teaching, learning and pastoral activities. Plan, monitor and assess. Take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs. Demonstrate good communication skills both written and spoken. Demonstrate good ICT skills. Work independently and as part of a team. Calm under pressure. Enthusiastic. Ability to adapt to a variety of situations. Shows initiative. Ability to work under pressure and to strict statutory deadlines. Reliability, confidentiality and integrity. Highly effective organisational and planning skills. Attention to detail. 	<ul style="list-style-type: none"> A range of higher qualifications in other GCSE subjects. Training and/or qualification in administration/clerical or related activities to level 3. 	References Interview Application
Experience	<ul style="list-style-type: none"> Knowledge and understanding of the needs of young children; child development and the ways in which children learn; the roles played by various adults in a child's education; behaviour management strategies. Have awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality and safeguarding. Advance knowledge of Arbor and its use within a school environment. 	<ul style="list-style-type: none"> Experience working with children with specific social and emotional needs. Willingness to participate in INSET days and attend courses for their own professional development. Have the ability to work effectively and network with a wide variety of support services. Knowledge of issues related to disadvantaged sections of the community. Knowledge of annual review process for EHCP's in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings. 	References Interview Application

I can do all things with the help of God who strengthens me
Philippians (4:13)