**STUDENT PLANNING CO-ORDINATOR**

**Person Specification**

**Job Title**: Student Planning Coordinator

**Salary Scale**: Teaching Main Scale

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | * Qualified Teacher Status | * Additional relevant qualifications * Post graduate study * Recent, relevant, in-service training in current educational practice |
| **Experience** | Experience of :   * teaching pupils with additional needs * leading Annual Review meetings and completing Annual Review paperwork * selecting a style of approach which matches the needs of a given situation * participation in and a commitment to a team approach to meeting the needs of young people and their families * utilising self-evaluation systems. * working to deadlines * producing clear and concise reports. * inclusive educational setting/s * working with a range of type and degree of Special Education Needs (SEN) * knowledge of the local area provision * awareness of the High Needs Funding process for Local Authorities | * A high level of contact with parents and the wider community * Experience of working with other non-educational agencies in supporting pupils with SEN |
| **Professional Development** | Evidence of:   * continuing professional development relating to wider school initiatives * CPD relating to SEN and in particular the impact on development for young people | * Extended professional development through designated or award bearing courses in middle leadership * Commitment to training in attachment and trauma aware approaches to supporting pupils * Ability to identify own learning needs and to support others in identifying their learning needs * Experience of working with other schools and organisations * Up to date safeguarding training |
| **Leadership & Teamwork** | Ability to:   * articulate and share a vision of successful special education * inspire and motivate staff, pupils, parents/carers and leadership * analyse data, develop clear plans, set targets and monitor and evaluate progress towards these   Knowledge of:   * what constitutes quality in SEN provision, the characteristics and strategies for raising the achievement of all pupils * the statutory framework for education, the SEND Code of Practice and related statutory regulations and other relevant legislation * effective teaching and assessment strategies * Keeping Children Safe in Education procedures | * Knowledge of up to date local and national initiatives |
| **Learning & Teaching** | Experience of:   * a range of successful learning and teaching strategies appropriate for child development * effective monitoring and learning and teaching * A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Understanding of the characteristics of an effective learning environment and the key elements of a relational and restorative approach to supporting pupil regulation   Ability to:   * prepare and present information clearly, accurately and concisely for a range of audiences including colleagues, parents and multi-disciplinary groups * investigate, solve problems and make decisions * make points clearly and understand the views of others * plan time effectively and to organise oneself well * show confidence in using IT to support the role | * Knowledge of alternative curricular opportunities available for pupils with SEN * Understanding of how financial and resource management enable the school to achieve its educational priorities including the effectiveness and importance of High Needs Funding and Pupil Premium Grants |
| **Personal Qualities** | * Self-motivated; able to work independently without supervision * Excellent interpersonal, written, oral and digital communication skills * Committed to equality of opportunity. * empathy for pupils with a learning difficulty / disability. * Ability to remain positive in outlook and enthusiastic whilst maintaining a realistic perspective * Demonstrate resilience * Demonstrates good organisational skills * Has drive and energy | * A good sense of humour |