**STUDENT PLANNING CO-ORDINATOR**

**Person Specification**

**Job Title**: Student Planning Coordinator

**Salary Scale**: Teaching Main Scale

|  |  |  |
| --- | --- | --- |
|  | **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
 |