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**SEND Admin Coordinator**

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| **Person Specification** |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous
* Well organised
* Patient and good humoured
* Effective presence with students
* Cope with a demanding workload
* Enthusiastic
* Respond calmly and resolve challenges
* Emotionally intelligent
* Team player
* Role model
* Committed to own professional development
* Professional demeanour and attire
* Self-reflective
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| **Desirable** |
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| **Knowledge & Skills** | **Essential** |
| * Good standard of general education
* Self-management skills
* Creative approach to problem solving
* Experience of working with young people
* Time management skills
* Effective communication skills
* Knowledge and application of behaviour management strategies
* Understand and comply with all school policies and procedures
* Basic ICT skills to include Microsoft Office and Web browsing
* An understanding of how to raise attainment in key identified areas
* Work creatively and imaginatively
* Educational qualifications to include (ie NVQ Level 3 or equivalent)
* Good numeracy and literacy skills (Level 2 in English and Maths)
* Knowledge of the National Curriculum
* ICT programmes to include SIMS
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| **Desirable** |
| * A good understanding of the SEND Code of Practice
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| **Specific Role Requirements** | **Essential** |
| * Familiarity with specific learning needs and programmes to support them
* Ability to prioritise
* Good administration
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| **Desirable** |
| * Ability to make recommendations for improved systems and programmes
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| **Experience** | **Essential** |
| * Working with children
* Organising and managing an appropriate learning environment
* Assisting the teacher to plan learning programmes and activities
* Monitoring student responses and adapting programmes
* Providing feedback and reports
* Using detailed knowledge and specialist skills to support learning
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| **Desirable** |
| * Managing teams
* Training colleagues
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| **Other** | **Essential** |
|  |
| **Desirable** |
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| It is an essential criterion for all staff to understand their safeguarding responsibilities:* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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**Date: .........................................................**

**Signed: .........................................................**