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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 |
| **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 |
| **Desirable** |
| * A good understanding of the SEND Code of Practice |
| **Specific Role Requirements** | **Essential** |
| * Familiarity with specific learning needs and programmes to support them * Ability to prioritise * Good administration |
| **Desirable** |
| * Ability to make recommendations for improved systems and programmes |
| **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 |
| **Desirable** |
| * Managing teams * Training colleagues |
| **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. | |

**Date: .........................................................**

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