**Special Educational Needs Admin Coordinator**
Person specifications

| Qualifications & Relevant Experience | Essential | Desirable |
|---|---|---|
| GCSE (grade A*–C/ 9-4) or equivalent, in English and Mathematics. | | ✓ |
| Experience and knowledge of Special Educational Needs and Disability (SEND) regulations and documentation in a school setting | | ✓ |
| Experience of working with secondary aged young people in a learning environment and in a supervisory capacity | | ✓ |
| Further or higher education qualifications relevant to the field. Experience of working in a school or similar establishment | | ✓ |

| Ability to build and form good relationships with students and colleagues | Essential | Desirable |
|---|---|---|
| Ability to relate well to and motivate students/young people | | ✓ |
| Ability to learn and use a range of strategies to deal with classroom and individual student behaviour | | ✓ |
| Good standard of numeracy and literacy skills | ✓ | |
| Can use ICT packages and equipment effectively to support learning. Initiative and ability to prioritise one's own work | ✓ | |
| Able to work flexibly and respond to unplanned situations | ✓ | |
| Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes | | ✓ |
| Good understanding of SEND and learning processes | ✓ | |

| Be prepared to adopt and support the core values of Blessed Edward Oldcorne Catholic College | Essential | Desirable |
|---|:---:|:---:|
| Understand, promote and uphold policies for safeguarding students and young people. Maintaining absolute confidentiality and integrity; being trustworthy and honest | ✓ | |
| Excellent interpersonal and communication skills; a non – judgemental team player. Positive, 'can do' approach to tasks and workstreams | ✓ | |
| Calm and patient; emotionally resilient in challenging situations. Energetic, enthusiastic and good attendance and punctuality | ✓ | |
| Professional in attitude, conduct and appearance – a role model to young people | ✓ | |
| Planned and organised approach to workload | ✓ | |
| Excellent written and verbal communication and IT skills | ✓ | |
| Thinking laterally and open to new ideas and approaches | ✓ | |
| Committed to equality and diversity | ✓ | |