

Person Specification

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| Post | SEN Specialist – Disability and vi |  | Dept | LEARNER SUPPORT |
| Grade | Scale P01 |  | Ref No | 033-21 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| PGCE/Cert Ed  Level 2 maths and English  Qualification or experience in working with SEN young people within post 16 settings  MEd/ Postgraduate Diploma for VI - Mandatory Qualification (MQ) for specialist teachers of children and young people with vision impairments.  (or a willingness to work towards) | | | E  E  E  E | AF  AF  AF  AF/I |
| Relevant Experience | |  |  |  |
| EHCP experience in completing all essential related paperwork including statutory requests  Experience in managing staff  Experience of leading a service for young people with learning difficulties and/or disabilities within a post 16 setting and in developing plans to support learners with a range of medical, physical and VI needs  Experience in liaising with partner agencies, parents and carers  Experience of contributing towards the completion of college advice for EHCP plans  Knowledge of the SEN Code of Practice (2015) and the implications of this Act for FE providers | | | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes | |  | e / d | Measured By |
| Knowledge of curriculum levels within further education.  To be able to relate to students of a wide age and ability range  Effective customer service skills in a range of contexts (customer facing, via email, telephone and in composing written responses to internal and external partners)  Understanding of the wider support mechanisms in place to support learners within FE to fully achieve their goals  Ability to write professional reports | | | E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements | |  | E / D | MEASURED BY |
| Self-motivating with the ability to work to tight deadlines  Excellent team player  Effective time management and ability to organise service schedules and plan for the effective delivery of EHCP provision  Flexibility and willingness to regularly travel offsite to undertake further training as required by the post  Excellent administrative skills with the ability to use the full Microsoft Office toolset and to organise an electronic diary  Committed to the principles of valuing diversity and equal opportunities.  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment | | | E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |