

Person Specification

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| Post | SEN Specialist – Disability and D/deaf |  | Dept | LEARNER SUPPORT |
| Grade | Scale P01 |  | Ref No | 092-21 |

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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  Level 6 BSL  MA/MSC in Deaf Education or willing to work towards | | | E  E  E  E  E | AF  AF  AF  AF  AF/I |
| Relevant Experience | |  |  |  |
| Experience in managing staff  Experience of delivering a service for young people with learning difficulties and/or disabilities within a post 16 setting and in developing support plans to support learners with a range of disabilities and/or D/deaf learners  Experience in overseeing transitions for learners and in liaising with partner agencies, parents and carers  EHCP experience in completing all essential related paperwork including statutory requests  Experience of contributing towards the completion of college advice for EHCP plans, delivering language tutorials for D/deaf learners and developing bespoke support plans for learners with a range of disabilities and/or D/deaf learners  Experience in breaking down English and maths to provide differentiated resources and teaching support to learners who are D/deaf and to support wider departmental tutors to deliver levels up to GCSE maths and English to learners | | | 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  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 |
| 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 |