

Qualifications and Training

- 5 GCSEs at grades 9 to 4 (A* to C) or equivalent
- Education to A-Level / BTEC or equivalent

Experience

- Experience working within a school or SEND setting
- Knowledge of SEND and EHCP processes
- Excellent organisational and administrative skills
- Strong written and verbal communication skills
- Ability to prioritise workload and meet deadlines
- Ability to build positive relationships with students, parents, and professionals

Skills / Knowledge

- Competent IT skills including Microsoft Office and school systems
- Experience using Arbor, CPOMS, or similar systems
- Relevant SEND qualification or training
- Understanding of the SEND code of practice

Personal Attributes

- An open, approachable, friendly and professional manner
- An ability to be reflective around own learning needs and actively seek learning opportunities
- Experience of working constructively as part of a team
- Experience of working independently
- Ability to remain calm under pressure and to be adaptable in a work environment
- Ability to maintain strict confidentiality
- Commitment to young people and creating the best learning opportunities for them
- Warmth and a sense of humour
- Ability to form and maintain appropriate professional relationships
- Ability to understand personal boundaries with students