**PERSON SPECIFICATION**

**EHCP Co-Ordinator**

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|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Good English and Maths skills equivalent to NVQ level 2 or GCSE grade C in English and Maths. | * SEND qualification at Level 2 or above * Safeguarding qualification Level 2 * Safeguarding qualification Level 3 | Application form,  Interview copies of certificates |
| **Knowledge & Experience** | * Experience of working in an education environment. * Experience of working with SEND learners * Experience of building partnerships – developing and maintaining successful working and business relationships with key stakeholders * Proven ability to engage and influence at all levels | * Prior experience of working within the third sector | Application form,  Interview,  References |
| **Skills** | * Excellent communication skills – verbal and written * Strong attention to detail * Excellent minute taking skills * Excellent time-management skills * Prioritizing and organizing * Strong risk awareness * Proactive and can work independently * Willingness to learn new skills * Skill and knowledge of using alternative communication methods * Can use ICT effectively * Good understanding of young people development and learning processes. * Understanding of statutory frameworks relating to SEND * Ability to motivate key stakeholders | * Drive, passion, and energy to lead with an emotionally challenging role | Application form,  Interview,  References |
| **V Learning Net core behaviours** | * Demonstrates self-leadership. * Develops self and others to deliver. * Lead and operate in times of change and ambiguity. * Builds and secures values from relationships. * Drives innovation and action. * Creates and contributes to a shared vision. * Uses sound business judgement. | | Application form,  Interview |
| **Dated** | 24/03/2022 | | |