**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 |