



PERSON SPECIFICATION

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| POST | PROGRESSIONS SERVICE SEN SPECIALIST | DEPT | LEARNER SUPPORT |
| GRADE | SCALE P01 | REF No | 018-19 |

| EDUCATION / TRAINING | | CRITERIA ESSENTIAL (E) DESIRABLE (D) | MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) |
|--|--|--|---|
| PGCE/Cert Ed | | E | AF |
| Level 2 maths and English | | E | AF |
| Degree linked to SEN provision | | D | AF |
| RELEVANT EXPERIENCE | | | |
| Experience in managing staff | | E | AF/I |
| Experience of leading a service for SEN young people with learning difficulties and/or disabilities within a post 16 setting | | E | AF/I |
| Experience in liaising with partner agencies, parents and carers and employers | | E | AF/I |
| Experience of recruiting employers to offer placements to SEN learners | | E | AF/I |
| Experience of teaching D/deaf and SEN learners skills linked to the employability framework | | E | AF/I |
| RELEVANT KNOWLEDGE/ SKILLS & APTITUDES | | E / D | MEASURED BY |
| Knowledge of the SEN Code of Practice (2015) and the importance of EHCP's for post 16 learners | | E | AF/I |
| Effective customer engagement skills in a range of contexts (customer facing, via email, telephone and in composing written responses to internal and external partners) | | E | AF/I |
| Understanding of the wider support mechanisms in place to support high needs learners within FE to fully achieve their goals within employment | | E | AF/I |

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| Ability to write professional reports and to develop employability action plans to support high needs learners into employment | E | AF/I |
| SPECIAL REQUIREMENTS | E / D | MEASURED BY |
| Self-motivating with the ability to work to fixed targets for gaining learners long term work placements or jobs | E | AF/I |
| Effective time management and ability to organise individual placements, interviews and paid job opportunities and to co-ordinate a volunteer service to support work placement | E | AF/I |
| Flexibility and willingness to regularly travel offsite to undertake further training as required by the post | E | AF/I |
| Excellent administrative skills with the ability to use the full Microsoft Office toolset and to organise an electronic diary | E | AF/I |
| Committed to the principles of valuing diversity and equal opportunities. | E | AF/I |
| 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 | AF/I |