|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications** | | | | | |
| A good standard of education including at least GCSE level (or equivalent) in Maths and English | 🗸 |  | Application form and interview  Certificates checked at interview |  |  |
| A relevant qualification at level 3 or above | 🗸 |  |  |  |
| **Experience** | | | | | |
| Experience working directly with employers in arranging work placements or employment | 🗸 |  | Application form |  |  |
| Experience supervising people with learning difficulties on employer premises |  | 🗸 | Application form |  |  |
| Experience undertaking travel training |  | 🗸 | Application form |  |  |
| Experience working in a school or similar environment | 🗸 |  | Application form |  |  |
| Experience working in a special school |  | 🗸 | Application form |  |  |
| Experience working with children or adults with disabilities/SLD/ASD/PMLD | 🗸 |  | Application form  &interview |  |  |
| Experience working with people who display challenging behaviour |  | 🗸 | Application form  &interview |  |  |
| **Knowledge and Skills** | | | | | |
| Able to carry out a thorough risk assessment of a work environment and produce a written risk assessment | 🗸 |  | Application form/  interview |  |  |
| Understands the needs of students with learning difficulties |  | 🗸 | interview |  |  |
| Understands the needs of autistic pupils |  | 🗸 | interview |  |  |
| Training or skills in using Makaton, PECs, and TEACCH and able to use these in a workplace |  | 🗸 | task |  |  |
| Clear communicator | 🗸 |  | Application form & interview |  |  |
| Able to use a computer including email and word processing | 🗸 |  | Application form |  |  |
| Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role | 🗸 |  | interview |  |  |
| **Role specific** |  |  |  |  |  |
| Able to, speak and write in grammatically correct English | 🗸 |  | Interview/  task |  |  |
| Aware of the requirements of accreditation at entry level |  | 🗸 | Application form |  |  |
| Ability to speak more than one language |  | 🗸 | interview |  |  |
| Full clean driving licence. Willing to learn to drive the school minibus and/or use own vehicle to take pupils to work. | 🗸 |  | interview |  |  |
| Understands safeguarding procedures relating to the role | 🗸 |  | interview |  |  |
| **Personal Qualities** | | | | | |
| The candidate is willing to put our students needs at the centre of all they do at work. | 🗸 |  | interview |  |  |
| Committed to the principle of encouraging young people to progress and work towards independence | 🗸 |  | interview |  |  |
| Sense of humour and positive attitude to daily challenges | 🗸 |  | interview |  |  |
| Discretion in everyday working life and in particular in dealing with confidential pupil information | 🗸 |  | interview |  |  |
| Excellence record in both attendance and punctuality. Not in Management of Absence process. | 🗸 |  | Reference |  |  |
| Team worker with ability to contribute own ideas and to compromise when appropriate | 🗸 |  | Interview  task |  |  |
| Able to work under own initiative when the situation demands this | 🗸 |  | Interview |  |  |
| Approachable, polite and professional | 🗸 |  | Interview |  |  |
| Resilient. Able to meet demands of a challenging high pressured environment and deal with emergencies when required | 🗸 |  | interview |  |  |
| Flexible. Able to manage last minute changes when required | 🗸 |  | interview |  |  |
| Physically able to undertake all aspects of the role | 🗸 |  | interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |