

Person Specification for Learning Support Coordinator

	Essential	Desirable
Educational Qualifications		
A good honours degree (or equivalent)	✓	
SEND qualification (e.g. Advanced Diploma in Special Needs) or further professional qualifications		✓
Qualified Teacher Status	✓	
Evidence of continual professional development with particular reference to SEND	✓	
Professional Experience		
experience of whole class teaching	✓	
a first class teacher with at least four years of teaching experience	✓	
experience of setting targets and monitoring, evaluating and recording progress	✓	
budget management	✓	
high professional standards and expectations	✓	
experience of leading a team	✓	
experience of working alongside other teachers in the development of learning	✓	
experience of training teachers	✓	
experience of EYFS		✓
experience of dealing with access arrangements for public examinations	✓	
Experience of working with a team to prepare an EHC plan	✓	
Professional knowledge and understanding - <i>The successful applicant will need to demonstrate knowledge and understanding of:</i>		
The SEND Code of Conduct and its practical application	✓	
current educational trends and thinking including national policies, priorities and legislation	✓	

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strategies for raising students achievement	✓	
effective practice and approaches to teaching , learning and assessment	✓	
using data analysis to effect improvement		✓
the ISI framework for school inspection and self-evaluation		✓
good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills	✓	
good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress	✓	
understanding of the funding support mechanism for SEND		✓
Understanding of the roles and responsibilities of educational psychologists and of learning and behaviour support services		✓
Knowledge and understanding to support EAL students	✓	
the current legal requirements regarding safeguarding	✓	
the role of independent charity schools within the wider community		✓
Personal Qualities and Skills - <i>We are looking for someone who is able to:</i>		
can lead, motivate, enthuse and inspire students and win the confidence of parents	✓	
empathise with the challenges faced by children with SEND	✓	
Organise and sustain systematic support from a variety of providers for a range of SEND	✓	
manage the coordination of learning assistants in support of SEND students	✓	
advise and motivate teaching staff with SEND initiatives	✓	
make consistent judgements based on careful analysis of available evidence	✓	
perform as an excellent teacher in the classroom	✓	

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has the ability to manage student behaviour effectively	✓	
is a highly effective communicator and presenter, in all forms	✓	
can plan, organise and manage time effectively	✓	
confident in the use of ICT	✓	
willingness to share expertise, skills and knowledge	✓	
commit to team working	✓	
to address challenging issues with clarity of purpose and diplomacy	✓	
possesses excellent inter-personal skills	✓	
is patient, optimistic and has a sense of humour	✓	