

PERSON SPECIFICATION



Qualities and Attributes	Essential	Desirable	Evidenced By
Educated to degree level	✓		
Support the Catholic ethos of the school	✓		
An access arrangements assessor who has successfully completed a post-graduate course at or equivalent at Level 7, including at least 100 hours relating to individual specialist assessment		✓	
Knowledge and understanding of JCQ guidelines on access arrangements and reasonable adjustments		✓	
Knowledge and understanding of learning difficulties and disabilities and how these affect learners in the classroom	✓		
Understanding of how literacy, numeracy and ICT can be used to support learning	✓		
An understanding of how to personalise provision to meet the learning needs of students	✓		
Knowledge of the requirements of the SEN Code of Practice 2014	✓		
Understanding of the Equality Act 2010	✓		
Experience of working with students with special educational needs and disabilities	✓		
Clear and effective report writing	✓		
Ability to collect and maintain accurate records	✓		
Competency in using a range of information technology and software	✓		
Ability to communicate effectively with a wide range of stakeholders	✓		
Ability to motivate learners to achieve their full potential	✓		
Ability to identify appropriate resources to meet individual learner needs	✓		
Analyse reports and test data	✓		
Ability to deliver training and awareness sessions for teaching staff		✓	
Ability to manage own workload	✓		
Ability to ensure knowledge and skill levels are maintained and in line with new requirements	✓		
Ability to problem solve	✓		